



On approval of the Rules for entrepreneurship basics training under the Bastau Business project

Invalidated Unofficial translation

Order of the Deputy Prime Minister of the Republic of Kazakhstan - Minister of Agriculture of the Republic of Kazakhstan dated February 19, 2019 No.70. Registered in the Ministry of Justice of the Republic of Kazakhstan on February 26, 2019 No. 18347. Abolished by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated April 12, 2021 No. 118

Unofficial translation

Footnote. Abolished by the Order of the Minister of Labor and Social Protection of the Population of the Republic of Kazakhstan dated April 12, 2021 No. 118 (effective after ten calendar days after the date of its first official publication).

In accordance with the resolution of the Government of the Republic of Kazakhstan dated November 13, 2018 No. 746 "On approval of the State program for development of productive employment and mass entrepreneurship for 2017 - 2021 "Enbek", I HEREBY ORDER:

1. To approve the attached Rules of entrepreneurship training under the Bastau Business project.
2. To recognize as invalid the order of the Minister of National Economy of the Republic of Kazakhstan dated January 31, 2017 No. 31 "On approval of the Rules for entrepreneurship basics training under the "Bastau Business" project" (registered in the Register of state registration of regulatory legal acts under No. 14828, published March 13, 2017 in Reference Control Bank of regulatory legal acts of the Republic of Kazakhstan).
3. The Department of strategic planning and analysis of the Ministry of Agriculture of the Republic of Kazakhstan in the manner prescribed by law to ensure:
 - 1) state registration of this order in the Ministry of Justice of the Republic of Kazakhstan;
 - 2) within 10 (ten) calendar days from the date of the state registration of this order, its sending in the Kazakh and Russian languages to the Republican state enterprise on the basis of the right of economic management "Republican Legal Information Center" for official publication and inclusion in the Reference Control Bank of the regulatory legal acts of the Republic Kazakhstan;

3) within 10 (ten) calendar days after the state registration of this order, sending of its copy for official publication in periodicals;

4) placement of this order on the Internet resource of the Ministry of Agriculture of the Republic of Kazakhstan after its official publication;

5) within 10 (ten) working days after the state registration of this order, submission of information to the Department of Legal Services of the Ministry of Agriculture of the Republic of Kazakhstan on execution of measures provided for in subparagraphs 1) , 2), 3) and 4) of this paragraph.

4. The supervising vice minister of agriculture of the Republic of Kazakhstan shall be authorized to oversee the execution of this order.

5. This order shall come into force 10 (ten) calendar days after the day of its first official publication.

*Deputy Prime Minister of the
Republic of Kazakhstan –
Minister of agriculture of the
Republic of Kazakhstan*

U. Shukejev

"AGREED"

Ministry of labor and
social protection of population of the
Republic of Kazakhstan

"AGREED"

Ministry of finance of the
Republic of Kazakhstan

"AGREED"

Ministry of national economy of the
Republic of Kazakhstan

Approved
by the order of the Deputy Prime
Minister of the
Republic of Kazakhstan –
Minister of agriculture of the
Republic of Kazakhstan
dated February 19, 2019 № 70

The rules for training on entrepreneurship basics under the Bastau Business project

Chapter 1. General provisions

1. These Rules for training on entrepreneurship basics under the Bastau Business project (hereinafter - the Rules) are developed in accordance with the resolution of the Government of the Republic of Kazakhstan dated November 13, 2018 No. 746 “On

approval of the State program for development of productive employment and mass entrepreneurship for 2017 – 2021 “Enbek”” (hereinafter referred to as the Program) and determine the procedure for teaching the entrepreneurship basics.

2. The following concepts are used in these Rules:

1) the regional chamber of entrepreneurs “Atameken” (hereinafter - RCE) - the operator of non-financial support at the local level;

2) a branch of the regional chamber of entrepreneurs “Atameken” (hereinafter referred to as the RCE branch) – an operator of non-financial support at the district level;

3) local executive body for agriculture issues - a structural unit of local executive bodies that implements the functions of agricultural management;

4) an operator of the Program - the Ministry of Agriculture of the Republic of Kazakhstan;

5) a business plan - a document that contains a financial and economic model, a program for carrying out business operations, actions of an entrepreneur on a business project, information about a company, product, its production, sales markets, marketing, organization of operations, costs and their effectiveness;

6) a business coach - an individual with professional competencies and skills necessary for development and support of business projects of project participants on the basis of business mentoring (coaching);

7) a project coordinator - an individual whose functions include organizing classes on the entrepreneurship basics, analyzing the effectiveness of practical training, organizing “feedback”, as well as assisting trainees in preparing a business plan;

8) the unemployed - persons not related to the employed population, looking for work and ready to work;

9) a local executive body on business issues - a structural unit of local executive bodies that implements the functions of managing entrepreneurship development issues ;

10) a financial institution - a legal entity engaged in entrepreneurial activities in the provision of banking operations in accordance with the legislation of the Republic of Kazakhstan;

11) an operator of non-financial support - National Chamber of Entrepreneurs of the Republic of Kazakhstan “Atameken” (Atameken NCE);

12) unproductively employed - those employed with incomes below the subsistence level and / or without higher, technical and vocational education and / or employed in low-skilled jobs;

13) the self-employed (self-employed) - individuals from among those individually engaged in the production (sale) of goods, work and services for income generation,

members of production cooperatives, unpaid employees of family enterprises (farms) and employers using hired labor;

14) a working group at the RCE branch - an interim working body created with the participation of a business coach, project coordinator, as well as employees of the RCE branch and local executive bodies on employment, agriculture and entrepreneurship;

15) an employment center - a legal entity created by the local executive body of a district, cities of regional and republican significance, the capital in order to implement active measures to promote employment, organize social protection against unemployment and other measures to promote employment in accordance with subparagraph 34) of article 1 of the Law of the Republic Kazakhstan dated April 6, 2016 "On employment";

16) a local executive body on employment issues - a structural unit of local executive bodies of a district, cities of regional significance, region, cities of republican significance, the capital, which determines the directions for promoting employment, based on the situation on the regional labor market.

3. The Bastau Business project is aimed at training participants in the Program of entrepreneurial skills.

4. Participants in the training on the entrepreneurship basics under the Bastau Business project are the unemployed, regardless of registration at employment centers, self-employed and unproductively employed, having entrepreneurial potential and living in rural areas and regional centers, living in cities since 2018, including in mono and small towns.

5. Proposals for the selection of areas where training on the entrepreneurship basics will be held will be determined by local executive bodies on employment issues in consultation with the operator of non-financial support. When determining districts, the local executive bodies on employment issues take into account the largest number of the unemployed, self-employed and unproductively employed people among districts.

6. A prerequisite for participating in the Bastau Business project is to pass the testing.

7. Training is free for Bastau Business project participants. An individual who has completed training can participate in the Bastau Business project no more than 1 (one) time within 2 (two) years.

Training on the entrepreneurship basics under the Bastau Business project consists of the following steps:

- 1) testing;
- 2) practical training in groups on the basis of business mentoring and individual counseling;
- 3) preparation for the defense (of a presentation) of a business project;
- 4) support in the implementation of a business project for up to 12 (twelve) months.

The total duration of the training process is at least 25 (twenty five) calendar days. The training process without fail includes individual consultations, as well as trainings on public speaking skills in order to defense the project for funding.

Chapter 2. Order of implementation of the organizational stage (preparation for the start of the Bastau Business project)

8. An operator of non-financial support creates the material and technical and organizational conditions necessary to conduct the training on the entrepreneurship basics under the Bastau Business project, including the implementation of the stages of informing, training testing and supporting business projects.

9. The organizational stage of the Bastau Business project on training on the entrepreneurship basics, implemented by the operator of non-financial support, includes:

- 1) informing the public in the media;
- 2) subsequent selection of participants through the organization of testing;
- 3) solution of other organizational issues related to the launch of the training process.

10. The organizational stage of the Bastau Business project is implemented by the working group at the RCE branch. The composition of the working group is approved by the RCE branch.

11. Announcements about the beginning of the testing stage are placed by the operator of non-financial support / RCE / RCE branches in the Kazakh and Russian languages in local or regional mass media distributed in the territory of the respective district 15 (fifteen) calendar days before the start of testing. The announcement shall indicate the date, time and place of testing.

Chapter 3. Procedure for selection of participants in the Bastau Business project (testing)

12. Applicants for training seek advice on training under the Bastau Business project in RCE / RCE branches / employment centers / akim of a rural district or settlement / or when submitting an online application through the Atameken Services single window portal for entrepreneurs with attachment of the following documents: copy of an identity document, address certificate from the place of residence in the form approved by the order of the Minister of Internal Affairs of the Republic of Kazakhstan dated April 10, 2015 No. 332 (registered in the Register of state registration of regulatory legal acts No. 11174), a statement in the form in accordance with Appendix 1 to these Rules and a completed questionnaire in the form in accordance with Appendix 2 to these Rules.

RCE / RCE branch / akim of a rural district or settlement transfers documents and applications from applicants to the employment centers no later than 3 days before the start of the testing stage.

Employment centers check the list of applicants for compliance with the target group of the project (the list of unemployed, and self-employed and unproductively employed citizens, including those identified during status updates, generated by the employment center through the Automated Information System "Labor Market" or manually) and submit the generated list of applicants to the RCE branch within 3 days from the date of receipt of the list of applicants for training.

13. The operator of non-financial support annually, by February 10, in agreement with the local executive bodies on agricultural issues, draws up a training schedule with the possibility of quarterly adjustment, indicating the date and place of training and testing, its period and deadlines for submitting applications.

The announcement of the selection of training participants and the training schedule are to be placed in the media.

The operator of non-financial support provides technical support for testing, and also carries out outreach on the testing procedure.

14. RCE / RCE branches are testing the applicants. The working group at the RCE / RCE branch reviews the test results and makes an appropriate decision, based on the results, form groups of trainees and a list of participants enrolled in training under the Bastau Business project in the form in accordance with Appendix 3 to these Rules.

15. The threshold value for admission to training is determined in the amount of 55 (fifty five) points according to a 100-point system, with the possibility of adjustment depending on the region of the event.

The decision to change the threshold value is approved by the operator of non-financial support at the recommendation of the Working group at the RCE branch.

16. In case of disagreement with the test results, the participant appeals to the working group at the RCE branch.

Within 3 (three) working days, the working group at the RCE branch carries out an explanation of the test results with the possibility of providing a reasoned reply to the participant's email.

17. The operator of non-financial support familiarizes the participants with the protocol following the testing results of the applicants for participation in the Bastau Business project in the form in accordance with Appendix 4 to these Rules, by placing it at the testing venue and / or telephone calling, and / or placing the advertisement in local media, within 5 (five) working days after completion of testing.

18. A test participant, when receiving test results below a threshold value, may re-participate in testing. At that, a potential participant of the Bastau Business project can take part in testing no more than 2 (two) times during a calendar year.

19. Within 3 (three) working days after summing up the testing results, the RCE branch forms a group of participants and begins the stage of practical training. The composition of the group is approved by the RCE branch.

The number of participants in the group is at least 15 (fifteen) and no more than 70 (seventy) people. A contract on provision of training services on the entrepreneurship basics is concluded with the training participants who have passed the testing stage.

Chapter 4. Organization of a stage of training on entrepreneurship basics

20. RCE / RCE branch organizes training for the unemployed, self-employed and unproductively employed under the Bastau Business project from the list of applicants for training submitted by the employment center (in electronic form via the portal / manually) (list of unemployed, self-employed and unproductively employed citizens, including those identified during the updating the statuses, formed by the employment center through the Automated Information System “Labor Market” or manually).

21. The operator of non-financial support / RCE / RCE branch within 3 (three) working days after the publication of the test results, starts the practical training.

22. The operator of non-financial support, by the start of the training stage, provides the group with a business coach and project coordinator.

23. The total duration of group practical training is 80 (eighty) hours, with a daily load of at least 4 (four) hours on weekdays. Training is conducted by a business coach in an interactive form using modern training methods in accordance with the curriculum approved by the operator of non-financial support and agreed with the Program operator.

24. In the training process, the Bastau Business project participants are provided with information on the basics of doing business (taxation regimes, marketing basics), on business projects that are in demand in the respective region, samples of documents for funding, marketing research results, international experience in launching startups.

25. As part of the training process, the project coordinator implements:

1) monitoring of quality by organizing a call to training participants and video recording of classes;

2) registration of attendance by trainees of the training;

3) forms a schedule of individual consultations;

4) helps to provide training participants with the necessary information and methodological materials.

26. During the period of participation in the Bastau Business project, a training participant assumes obligations in accordance with a contract on provision of training services on the entrepreneurship basics.

27. The working group at the RCE branch expels the participants of the Bastau Business project, in cases of missing classes during the training for a total of at least five training days without good reason.

28. The training stage includes individual practical counseling on the preparation of a business plan and / or on the development of a business project that is carried out by a business coach, including with a visit to the business object of the Bastau Business project participant.

29. The number of individual practical counseling sessions depends on the needs of each training participant. Moreover, the total duration of counseling does not exceed 120 (one hundred twenty) hours per group.

30. The training stage additionally includes training in public speaking skills in order to further defend (present) a business project in front of the district commission at the RCE branch, as well as its defense in the corresponding financial institution.

31. No later than 30 (thirty) calendar days from the start of practical training, the district commission at the RCE branch, on the basis of a report that includes information on attendance and readiness of a business plan for defense, received from the project coordinator, decides on the admission of business projects to defense before the district commission at the RCE branch, and the delivery of the relevant certificates to the project participants. The decision is drawn up in the protocol upon completion of the training stage in the form in accordance with Appendix 5 to these Rules.

32. Certificate of completion of training is received by training participants who have prepared / developed a business plan and defended it before the district commission. A certificate of participation in the Bastau Business project is received by training participants who have increased competencies, but who did not have a developed business plan at the time of completion of training.

33. A training participant who has not defended a business project may take part in defending a business project before the district commission repeatedly, but no more than once.

The stage of defense of business projects before the district commission is carried out in accordance with the regulations. The regulation for the defense of business projects is established by the operator of non-financial support.

The district commission for the defense of business projects includes members of working groups at the RCE branch, representatives of local executive bodies on employment issues, agriculture and entrepreneurship, as well as representatives of financial institutions (if any).

34. The final decision of the meeting of the district commission at the RCE branch on the presented business projects is made out in the form of a protocol within 2 (two) working days according to the results of the defense of business projects in the form in accordance with Appendix 6 to these Rules.

35. Based on the results of the meeting of the district commission, the RCE branch provides the training participant with an appropriate certificate signed by the director of the RCE branch / chairman of the district commission at the RCE branch, an extract from the protocol, as well as an application confirming the training and approval of the presented business project by the district commission at the RCE branch.

Chapter 5. Order of support of business projects

36. After completing the stage of practical training and / or obtaining a decision on financing, the operator of non-financial support / RCE branch provides support for the implemented business projects within 12 (twelve) months from the date of launch.

37. As part of the stage of the business project support, the Bastau Business project participants, when applying to the RCE branch, receive answers to oral and written requests related to operational and strategic issues of establishing and developing a business, including consulting on marketing, sales, tax regulation and others.

38. Support for business projects is carried out by employees of the RCE branch with the assistance of a business coach (as necessary).

39. Additional financial costs associated with the travel of a business coach to the participant of the Bastau Business project are borne by the participant of the Bastau Business project (as agreed).

Chapter 6. Monitoring

40. Monitoring is carried out in order to regularly receive information on the current status of the Program.

41. The result of monitoring is a comprehensive analytical report that can characterize the portrait of the user of the Bastau Business project, evaluate the improvement / deterioration of the effectiveness of training in the economic or managerial aspects, as well as the internal factors of the Program that determine the speed and quality of provision of information and analytical materials.

42. Preparation of a comprehensive analytical report on the effectiveness of the Bastau Business project, using the results of the analysis of statistical indicators, audit of quality and performance for the month, is carried out by the operator of non-financial support.

43. An audit of quality and effectiveness of the project is carried out by the operator of non-financial support by conducting telephone and direct surveys, as well as traveling to the training venue. To conduct the survey, the operator of non-financial support identifies the qualified specialists who directly monitor the quality of services. Direct surveys are conducted on the basis of a questionnaire filled out by trainees.

44. The operator of non-financial support at the local level, every month by the 2nd (second) day of the month following the reporting month, submits to the local executive bodies on agricultural issues, a comprehensive analytical report that can characterize the portrait of the Bastau Business project participant and contains the obligatory information on the quantity:

1) of persons admitted to training (including unemployed, self-employed and unproductively employed);

2) of those who completed the training; persons who have opened their own business;

3) of persons who have received microcredits (if any).

Chapter 7. Procedure for cost recovery of participants of the Bastau Business project

45. Training on the entrepreneurship basics under the Bastau Business project is free for trainees.

46. Financing of the Bastau Business project is carried out at the expense of the republican and / or local budget.

When financing the Bastau Business project at the expense of the republican budget, an appropriate contract is concluded between the authorized body in the field of development of the agro-industrial complex and the operator of non-financial support, in case of financing from the local budget, an appropriate contract is signed between the local executive body on agriculture issues and the RCE.

47. Participants in the Program who are trained on the entrepreneurship basics under the Bastau Business project are provided with a scholarship in the amount established by the legislation of the Republic of Kazakhstan for students studying on a state educational order in technical and vocational post-secondary education organizations.

48. No scholarships are paid to Program participants who are not admitted to the training stage according to the test results (who have not reached the threshold value).

49. Participants in the Program are not paid the relocation allowance, living expenses and other related expenses are not compensated.

Appendix 1
to the Rules for training on
entrepreneurship basics under the
“Bastau Business” project
Form
To the Director of the
employment center/
Director of the branch of the
Regional Chamber of
Entrepreneurs/
Akim of settlement,
district (region)

from _____,
residing at: _____

Application

Please include me in the list of participants in the testing for training on the entrepreneurship basics under “Bastau Business” project as part of the second direction of the State program for development of productive employment and mass entrepreneurship for 2017-2021 “Enbek”, approved by the resolution of the Government of the Republic of Kazakhstan dated November 13, 2018 No. 746.

Application on ____ sheets (if necessary): a copy of an identity document, a questionnaire, an address certificate.

I give my consent to the collection and processing of my personal data necessary to obtain the envisaged active measures to promote employment. I give my consent to the use of information constituting a secret protected by law contained in information systems.

* The applicant is responsible for the accuracy of the submitted documents.

Date signature

(cutting line)

Application of the citizen

_____ accepted " ____ " _____ 20 ____ registered under № _____

Surname, name, patronymic (if any), position and signature of the person who accepted the documents:

*the applicant is responsible for the accuracy of the submitted documents.

Appendix 2
to the Rules for training on
entrepreneurship basics under the
“Bastau Business” project
Form

Questionnaire

Surname, name, patronymic (if any)	
IIN	
Date of birth	
Place of residence	
	unemployed

Status	self-employed unproductively employed
Scope of a business project, business idea (if any)	
Description of business idea, business project (if available)	
Availability of collateral (for micro crediting)	
I confirm the opportunity to attend classes (80 hours of practical training)	
I hereby confirm readiness	1) to register in the tax authorities in accordance with tax legislation as a business entity (until the consideration of the application for financing); 2) do not miss classes; 3) to be involved in the learning process; 4) to get additional advice in case of missing classes; 5) actively participate in marketing research and discussions; 6) to participate in trainings and individual consultations; ; 7) to prepare a business plan and calculate a financial model with the support of a business coach.

Signature _____

Date _____

Appendix 3
to the Rules for training on
entrepreneurship basics under the
“Bastau Business” project
Form

List of participants enrolled in the Bastau Business project

APPROVE
Director of the RCE branch in district
_____ region

Surname, name, patronymic
(if any)
(signature, stamp (if any))
Date ____ 201__
Settlement _____

The list of participants in the Bastau Business project of the State Program for development of productive employment and mass entrepreneurship for 2017-2021, “Enbek”, approved by the resolution of the Government of the Republic of Kazakhstan dated November 13, 2018 No. 746, in the district.

№	Surname, name, patronymic (if any)	Status (unemployed / self-employed / unproductively employed)
1		

Appendix 4
to the Rules for training on
entrepreneurship basics under the

Protocol on the testing results of applicants for participation in the Bastau Business project

№	Name of the district	Surname, name, patronymic (if any)	Point	Result (admitted/not admitted)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Signature of the members of the working group

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Appendix 5
to the Rules for training on
entrepreneurship basics under the
“Bastau Business” project
Form

Protocol on the results of the completion of the training stage

_____ district _____ region.

Date _____

Following the completion of the training stage of the Bastau Business project, a decision was made to present the following types of certificates

Certificate of completion

№	Surname, name, patronymic (if any)	Rationale
1		
2		
3		
4		

5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Certificates of participation in training

№	Surname, name, patronymic (if any)	Rationale
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		

Signature of the chairman of the commission

Surname, name, patronymic (if any) _____ signature

Signatures of members of the commission

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Protocol on the results of the defense of business projects

Branch of the regional chamber of entrepreneurs _____ district

Date _____

Following the results of defense of business projects of “Bastau Business”, the commission decided to preliminarily approve the following business plans of participants of ____ batch

№	Surname, name, patronymic (if any)	Name of project	Amount of funding required	Source of financing	Commission's decision
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Signature of the chairman of the commission

Surname, name, patronymic (if any) _____ signature

Signatures of members of the commission

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature

Surname, name, patronymic (if any) _____ signature