



Etihad AIS
الاتحاد المتقدمة للحلول المتكاملة
ETIHAD ADVANCED INTEGRATED SOLUTIONS



First Edition 2023

TRAINING CENTER ESTABLISHMENT

Etihad AIS 7 Series of Solutions



SERIES

**TRAINING CENTER
ESTABLISHMENT**

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TRAINING CENTER ESTABLISHMENT



Etihad AIS

Etihad Advanced Integrated Solutions is shaping the future of the organization challenge resolution consultancy industry by actively engaging with clients and investors across all continents. Within a span of over 10 years Etihad AIS has helped industries in Military, Aviation, and other civilian sectors reach their fullest potential. In proven expertise of training consultancy and aiding in managing recognition of institutions. Etihad AIS aims to become the market leader in the management consultancy industry by leveraging our strengths in offering consultation, development, and training for any organization to face their organizational challenge. Etihad AIS have managed to be the premier specialized training provider, consultant, and solutions provider globally. Etihad AIS has attained many renowned partners internationally and work alongside industry players to reshape the recognition of the training programs and institutions. Etihad AIS aims to expand their expertise and resources by promoting niche developed specialized organizational challenge resolutions globally.



The leading company in innovating and developing qualified capabilities and competencies in different fields



To provide world-class professional training services and solutions, for our clients which will accelerate the achievement of strategic goals and improve operational performance



CONSULTATION

We provide top-notch consultation for your organization to improve your organization including:

- Business Development
- Training Center Establishment
- Training Management
- Workforce Development
- Business Process Reengineering
- Safety & Security Enhancement
- Outreach Marketing



DEVELOPMENT

We develop solutions for your organization's challenges to improve your organization including:

- Management System Development
- Learning Management System (LMS)
- Enterprise Resource Planning (ERP)
- Governance, Risk & Compliance (GRC)
- Business Plan
- Curriculum Development
- Career Development Plan (CDP)

TRAINING

We equip your organization with relevant training tailored to your organization's uniqueness to improve organization including:

- Training Management
- System Approach to Training (SAT)
- Train & Qualify Staff
- Safety & Security Training
- Airworthiness Program

CONSULTANCY PROJECT DEVELOPMENT



GOVERNANCE

Setting-up governance accountability

RISK

Managing risk protection

COMPLIANCE

Ensuring compliance correction

SECURITY & SAFETY TRAINING

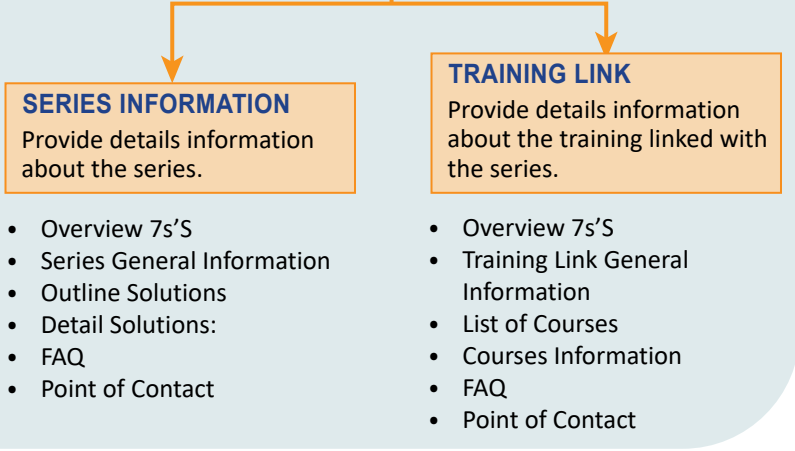
ADMINISTRATIVE BUSINESS TRAINING



TRAINING CENTER ESTABLISHMENT

Overview Etihad AIS 7s'S

Etihad AIS 7s'S (Etihad AIS Seven Series of Solutions) is a solution package in a series for any organization that wants to transform the organizations by improving their performance toward achieving their goals. The sequence of the series is not a criterion for selection. Hence, organizations can choose any series based on their organizational challenges. These packages of *Etihad AIS 7s'S* come with the *Etihad AIS 7s'S Series Information (SI)* and *Etihad AIS 7s'S Training Link (TL)*. The *Series Information (SI)* provide details information about the series, whereas the *Training Link (TL)* provide details information about the training linked with the series.



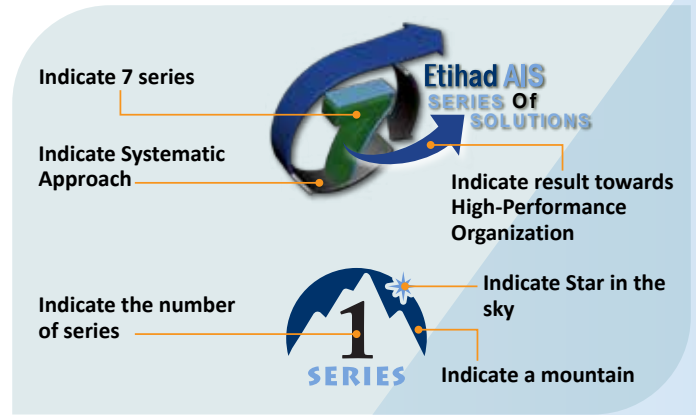
Overall, Etihad AIS 7s'S offer a wide range of solutions and services to help organizations improve their performance and achieve their goals.



TRAINING CENTER ESTABLISHMENT

COLOR	MEANING
	Intelligence and strength in consultation - the capability to provide the best solution.
	Growth - Indication of the change in state from Good to Great organization.
	Thrusworthy and dependable - The client trust for our Series and Etihad AIS.
	Solidarity - The success of the series depends on the commitment to work together between Etihad AIS and the client.

The brand logo shows our aspiration that the *Etihad AIS 7s'S* is the solution package that can bring the organization to another level of their performance in terms of the business, operation, safety, and security. The brand logo meaning as below:



The logo is like a metaphor meaning that is hard for an organization to change and seems like climbing a mountain. However, by applying the series the result will be above the stars.

Series General Information

Based on Etihad AIS experienced more than 10 years in industry and our SME's (Subject Matter Expert) invention we would like to offer this premium service as the specification below:

Series Title:	1-Series: Training Center Establishment Series Information
Series Description:	Training Center Establishment involves the whole process to develop the training center starting from designing, planning, and organizing the institute's infrastructure, and facilities to support its educational objectives, operational requirements, and overall learning experience that outlines the various aspects of establishing and operating an educational institute or training center with the accreditation from the accreditation bodies. It includes various activities such as identifying regulatory requirements, designing the training center, built the training facilities, obtaining the curricula accreditation, recruit and develop instructors and support staff and meet regulatory compliance for accreditation. This series provides a wide range of solutions for the organization to overcome the challenges to establish the training center and obtain the training center accreditation.
Product/Services Offered:	<ul style="list-style-type: none"> • Institute/Training Center Blueprint • Institute/Training Center Establishment • Institute/Training Center Accreditation
Segment:	<ul style="list-style-type: none"> • Institute/Training Center/Academy. • Any government sector and medium to large businesses that want to improve their organizational training.
Common Organizational Challenges:	<ul style="list-style-type: none"> • Struggle to meet regulatory compliance. • Infrastructure and facilities acquire/development. • Obtain curriculum accreditation. • Develop effective training system. • Change and challenge in managing training center development project
The Values Provided:	<ul style="list-style-type: none"> • World-class training center design. • Excellency of wide range of training center development • Experienced and credential consultation for training center Accreditation
Client's Commitment:	<p>The commitment required from the client can vary depending on the scope and nature of the consulting engagement. However, here are some common commitments that typically request from the client:</p> <ul style="list-style-type: none"> • Time and availability • Transparency and openness • Timely Decision-Making <p>The specific commitments may be outlined in the agreement or engagement contract. The details and expectations can be further customized based on the specific needs and objectives of the project.</p>
Deliverable:	<ul style="list-style-type: none"> • Institute Floor Plan and Layout • Training Facilities and Equipment List • Training Facilities & Equipment Technical Proposal • Institute Development Project Plan • Training Course/ Programme Accreditation • Licensed Training Provider
Training Link:	1-Series: Training Center Establishment Training Link



1
SERIES

TRAINING CENTER ESTABLISHMENT



Outline Solutions

Institute / Training Center Blueprint

Institute/Training Center Blueprint refers to the process of creating a physical and functional layout for an educational institute or training center. It involves designing, planning, and organizing the institute's infrastructure, facilities, and spaces to support its educational objectives, operational requirements, and overall learning experience.

The design considerations include the layout of classrooms, workshops, laboratories, offices, common areas, technology integration, safety measures, and aesthetics values.



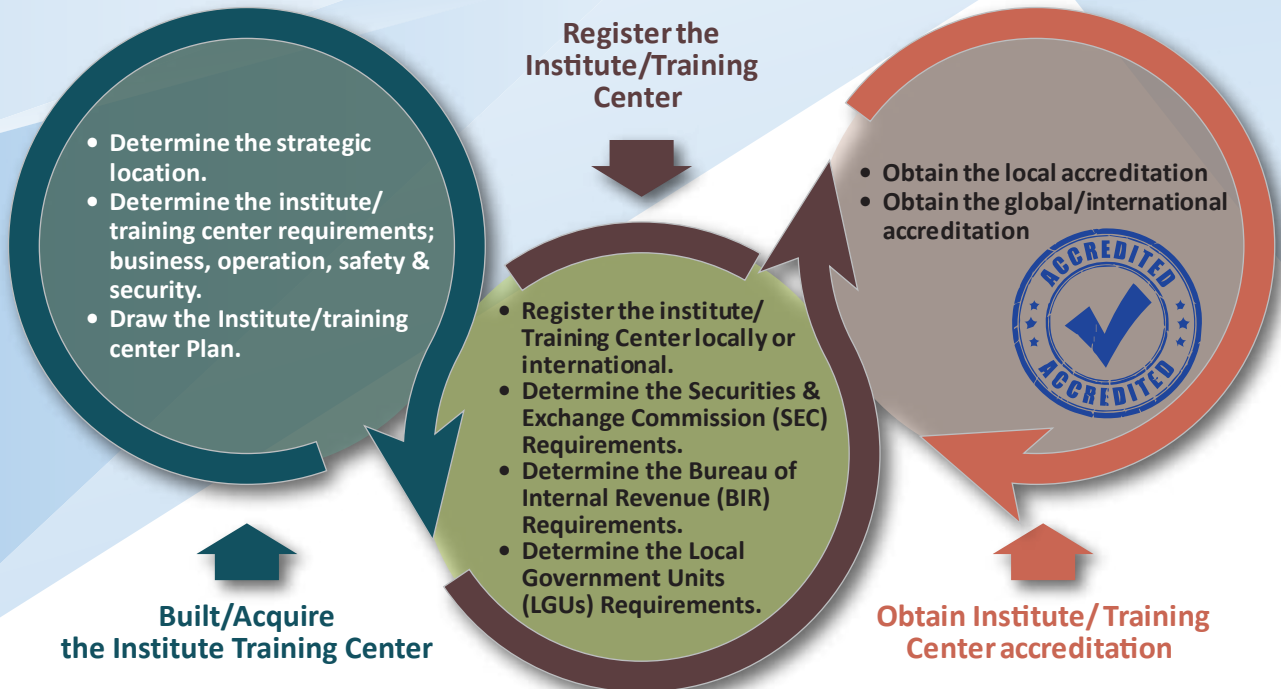
Institute / Training Center Establishment.

An institute / training center establishment refers to a comprehensive plan or framework that outlines the various aspects of establishing and operating an educational institute or training center. It serves as a roadmap that helps guide the development and implementation of the institute's goals, objectives, strategies, and operational processes. The blueprint covers aspects such as mission and vision, curriculum design, infrastructure, staffing, financial planning, marketing, and quality assurance.



Institute/ Training Center Accreditation

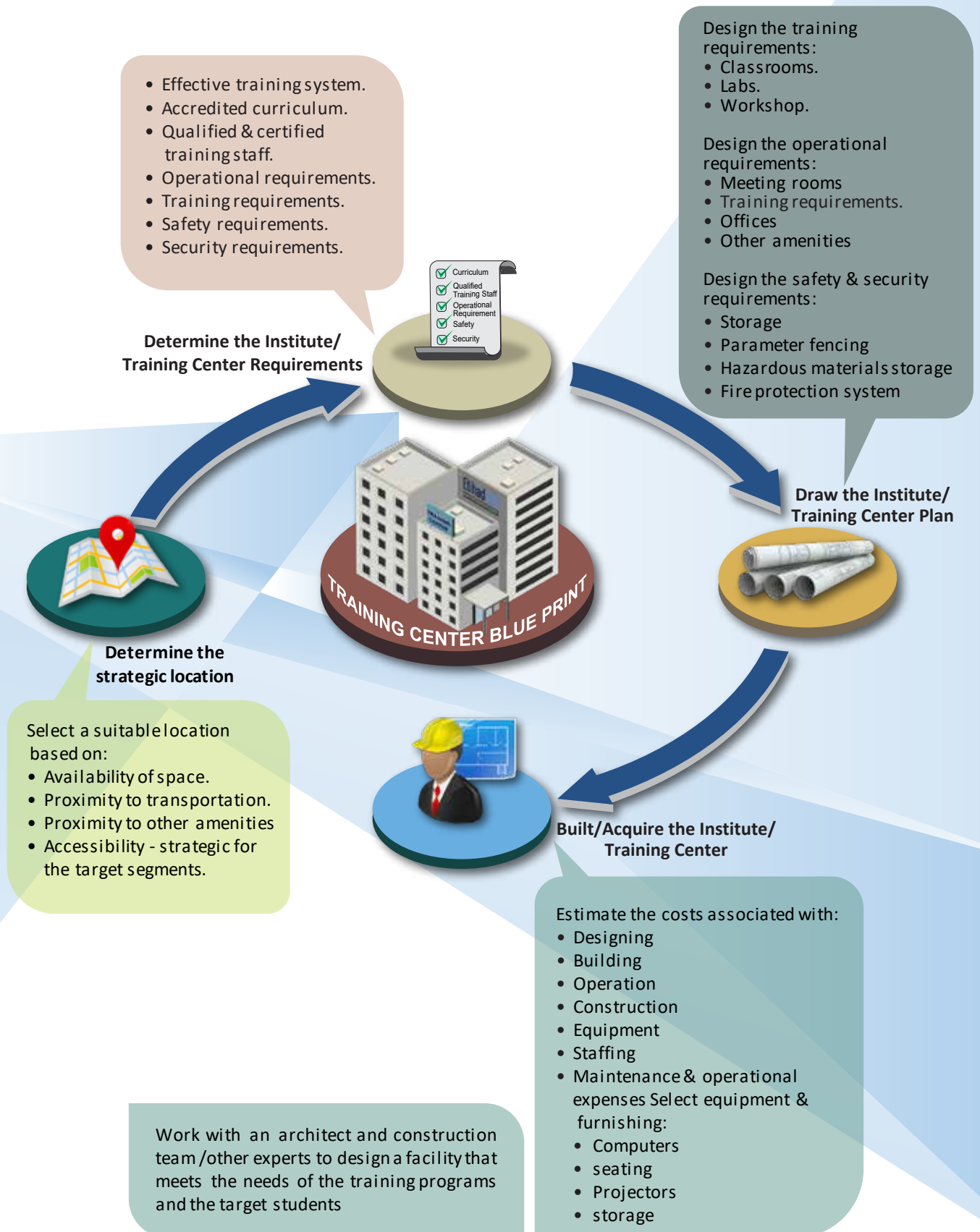
Institute/Training Center accreditation refers to a formal recognition or approval granted by a recognized accrediting body or authority to an educational institute or training center. Accreditation signifies that the institute has met specific standards of quality and educational excellence, demonstrating its commitment to providing high-quality education or training. Accreditation enhances the reputation and credibility of the training center. It assures learners, employers, and other stakeholders that the center meets recognized quality standards and delivers education or training of a high standard.



Institute / Training Center Blueprint

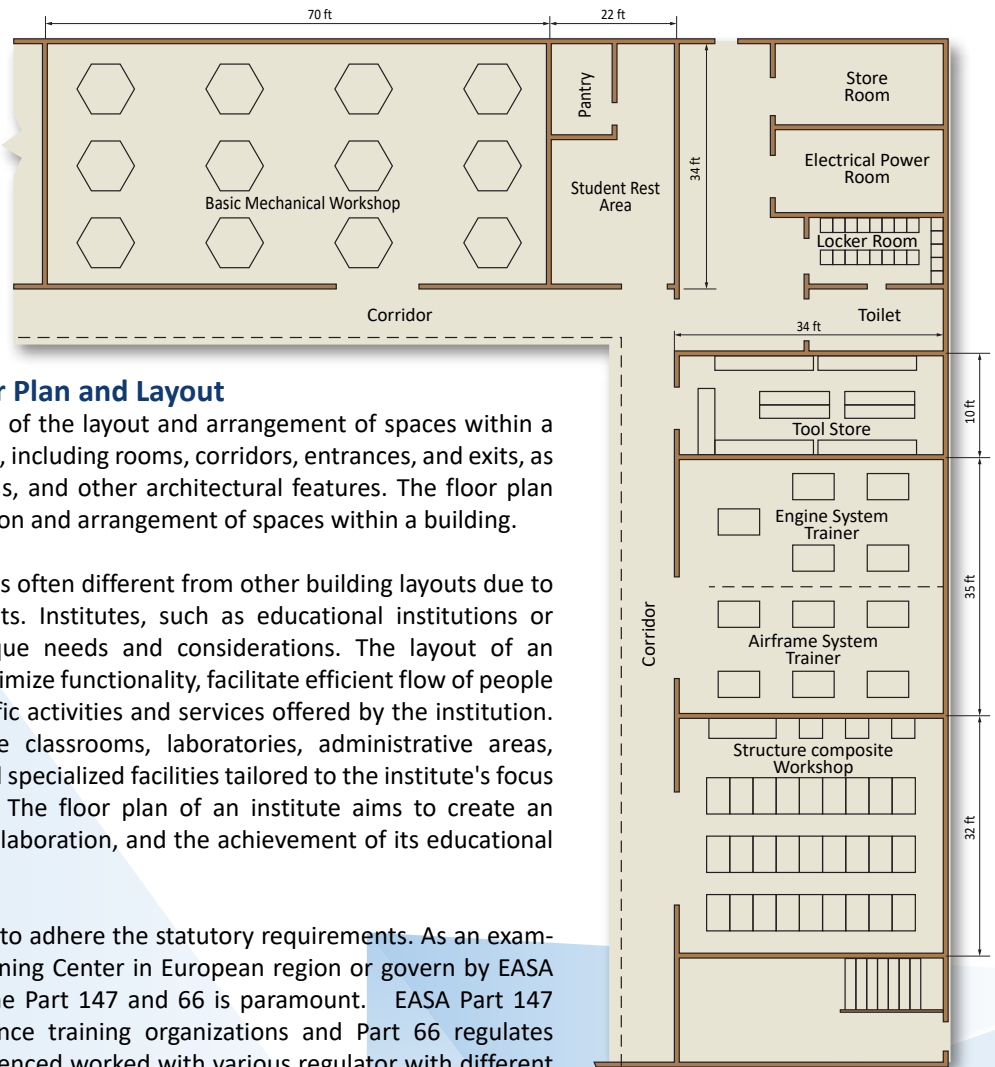
Introduction

Institute/Training Center Blueprint refers to the process of creating a physical and functional layout for an educational institute or training center. It involves designing, planning, and organizing the institute's infrastructure, facilities, and spaces to support its educational objectives, operational requirements, and overall learning experience. The design considerations include the layout of classrooms, workshops, laboratories, offices, common areas, technology integration, safety measures, and aesthetics values.





1 SERIES TRAINING CENTER ESTABLISHMENT



Institute / Training Center Floor Plan and Layout

A floor plan is a visual representation of the layout and arrangement of spaces within a building. It shows the overall structure, including rooms, corridors, entrances, and exits, as well as the location of windows, walls, and other architectural features. The floor plan provides a blueprint for the organization and arrangement of spaces within a building.

The layout of an institute's floor plan is often different from other building layouts due to its specific purpose and requirements. Institutes, such as educational institutions or training centers, typically have unique needs and considerations. The layout of an institute's floor plan is designed to optimize functionality, facilitate efficient flow of people and resources, and support the specific activities and services offered by the institution. This may involve considerations like classrooms, laboratories, administrative areas, student common spaces, libraries, and specialized facilities tailored to the institute's focus area, such as workshops or studios. The floor plan of an institute aims to create an environment that fosters learning, collaboration, and the achievement of its educational objectives.

This specialized facilities mostly need to adhere the statutory requirements. As an example, for the Aircraft Maintenance Training Center in European region or govern by EASA (European Aviation Safety Agency) the Part 147 and 66 is paramount. EASA Part 147 regulates the approval of maintenance training organizations and Part 66 regulates Certifying Staff. Etihad AIS has experienced worked with various regulator with different industry to attain the approval for institute floor plan and layout. Please refer to the Appendix A – Sample of the Institute Floor Plan and Layout.

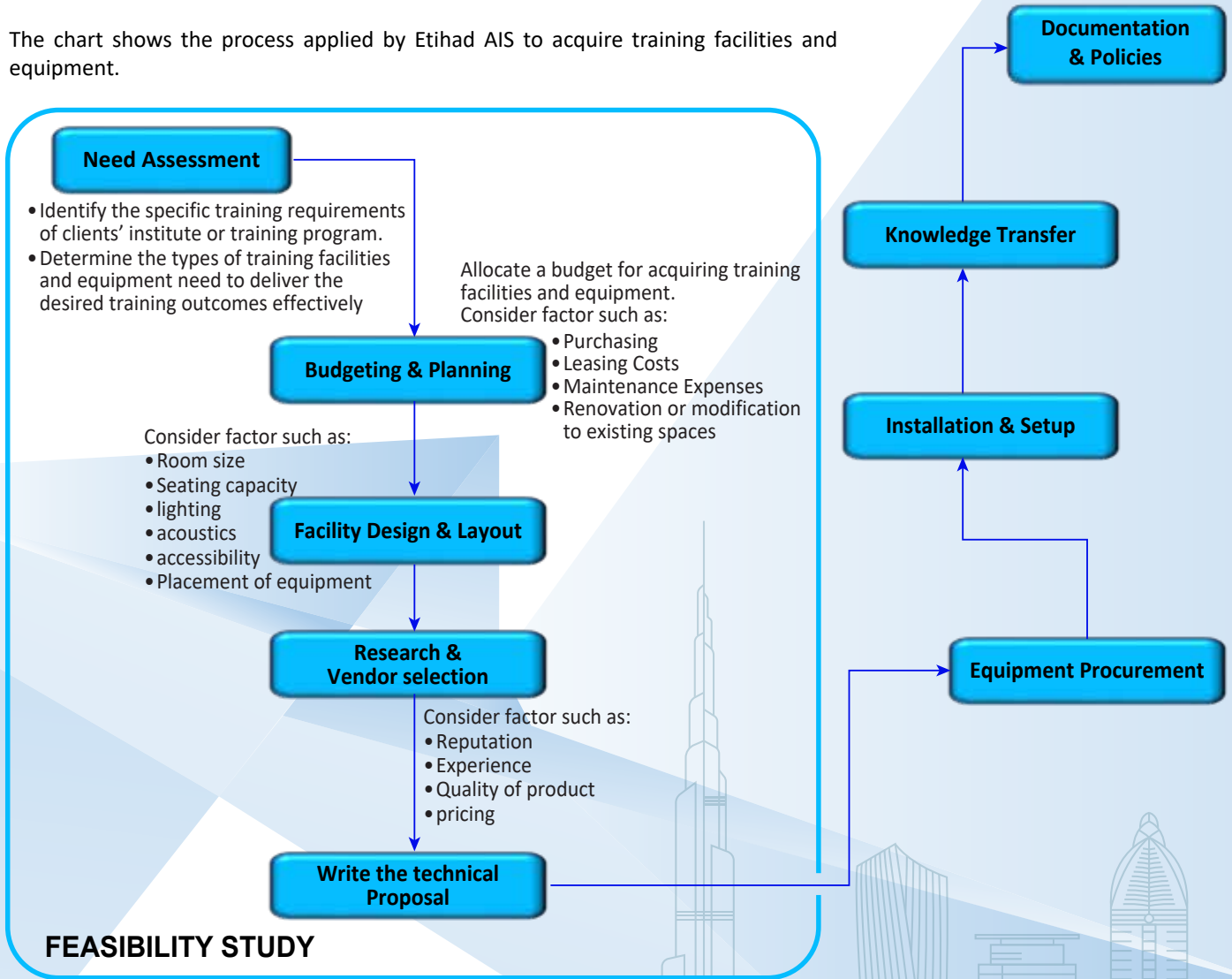
Training Facilities & Equipment

Training facilities refer to the physical spaces, infrastructure, and equipment required to conduct effective training programs. The broad concept of training facilities encompasses a range of elements such as classrooms, training rooms, computer labs, practical or hands-on training areas, audio-visual equipment, training materials, and support resources. Process to acquire the training facilities and equipment will be astronomical without the systematic and efficient method to scrutiny the key elements in the feasibility study. Etihad AIS adhere to the following key elements to ensure the success of the project to acquire training facilities and equipment:

Alignment with Training Objectives:	Ensure that the chosen facilities and equipment align with the specific training objectives and requirements of your organization or program.
Quality and Reliability:	Select high-quality equipment and durable materials that can withstand the demands of regular training activities. Prioritize reliability to minimize downtime and disruptions during training sessions.
Safety and Accessibility:	Ensure that the training facilities and equipment adhere to safety standards and guidelines. Consider accessibility requirements for individuals with disabilities.
Scalability and Future Needs:	Self-directed learning in which the content is placed online for the students to access but without any additional assistance.
Stakeholder Feedback and Input:	Involve trainers, instructors, and trainees in the decision-making process. Seek their feedback and input regarding the functionality and suitability of the facilities and equipment.
Ongoing Maintenance and Support:	Develop a comprehensive maintenance plan to regularly inspect, service, and repair the training facilities and equipment. Establish support channels for prompt troubleshooting and technical assistance.
Evaluation and Continuous Improvement:	Regularly assess the effectiveness of the training facilities and equipment in achieving desired outcomes. Seek feedback from trainers, instructors, and trainees to identify areas for improvement and implement necessary changes.

By following these steps and considering these key elements, Etihad AIS strongly believe we can successfully acquire and establish training facilities that meet the needs of our clients' training programs.

The chart shows the process applied by Etihad AIS to acquire training facilities and equipment.



Technical Proposal

A technical proposal is a document that outlines the technical details, specifications, and requirements of a project or procurement. In the context of acquiring training equipment, a technical proposal serves as a comprehensive document that provides detailed information about the desired training equipment and how it will meet the organization's training needs. The technical proposal aims to demonstrate the feasibility, effectiveness, and suitability of the proposed equipment for the intended training programs.



Key elements typically included in our technical proposal to acquire training equipment are as follows:

Introduction / Background:	Provide an overview of the proposal. including the purpose, scope, and objectives of acquiring the training equipment. State the organization's training needs and goals.
Evaluation Criteria:	Specify the criteria by which the proposals will be evaluated, such as adherence to specifications, price competitiveness, warranty terms, and vendor reputation. Explain the evaluation process and any necessary documentation or certifications required from the vendor. In general, this criterion will be provided by clients and written rather by the RFP (Request for Proposal) or RFI (Request for Quotation).
Equipment Specifications:	Clearly define the specific equipment required for training purposes. Include details such as brand, model, capacity, technical specifications, and any specialized features necessary for the training programs.
Proposed Solution / Justification:	Explain why the proposed equipment is necessary and how it aligns with the organization's training objectives. Highlight the benefits and advantages of the equipment in terms of enhancing training effectiveness, efficiency, and outcomes.
Compliance:	Specify any industry standards, regulations, or certifications that the equipment must meet to ensure safety, quality, and compliance. Include any relevant documentation or certifications required for the equipment.
Compatibility:	Address the compatibility of the proposed equipment with existing infrastructure, systems, or software used in the organization's training environment. Describe any necessary integrations or adaptations required for seamless operation.
Installation and Setup:	Outline the installation and setup requirements for the training equipment, including space, electrical, and network requirements. Specify any additional accessories, peripherals, or supporting infrastructure needed for optimal functionality.
Maintenance and Support:	Describe the recommended maintenance procedures, schedules, and requirements for the training equipment. Include information about warranty coverage, technical support availability, and knowledge transfer or training for staff members responsible for equipment maintenance.
Cost, Deliverable and Timeline:	Present a detailed cost breakdown for the training equipment, including acquisition costs, installation expenses, and ongoing maintenance expenses. Provide a realistic timeline for procurement, product delivery, installation, and operational readiness.
Risk Assessment & Mitigation:	Address potential risks associated with the proposed equipment. It highlights any limitations, compatibility issues, or dependencies that need to be considered.
Appendices:	Include any supporting documents, such as technical drawings, equipment manuals, vendor references, or testimonials, that reinforce the technical aspects and credibility of the proposal.



The Value of the Institute / Training Center Blueprint

Planning and Decision-Making:	A floor plan serves as a valuable tool during the planning and decision-making process. It allows stakeholders to visualize and discuss different options, explore alternative layouts, and make informed choices regarding space utilization, furniture placement, and overall design. The technical proposal offers valuable information for decision-makers to evaluate the technical merits of the proposed equipment. It provides a basis for discussions, negotiations, and approvals related to the acquisition process.
Design and Aesthetics:	A floor plan provides an opportunity to incorporate design elements and aesthetics into the layout. It allows for the integration of architectural features, interior design concepts, and visual appeal to create an inviting and visually pleasing environment.
Functionality and Ergonomics:	The value of a floor plan and layout lies in its ability to provide a visual representation and understanding of the spatial organization and functionality of a building or space. A floor plan allows for careful consideration of how the space will be utilized and how different elements will interact. It enables the placement of furniture, equipment, and amenities in a way that maximizes their functionality and promotes ergonomic principles for user comfort and efficiency.
Communication, Clarity, and Collaboration:	A floor plan serves as a common reference point for architects, designers, contractors, and stakeholders involved in the construction or renovation process. It facilitates effective communication, collaboration, and understanding of the intended spatial arrangements and design intent. The technical proposal ensures a clear and thorough communication of the specifications, features, and capabilities of the proposed training equipment. It allows stakeholders to understand the equipment's functionality and how it will meet the specific training requirements.
Alignment with Training Objectives:	The technical proposal, floor plan & layout highlights how the proposed equipment and design aligns with the organization's training objectives. It demonstrates how the equipment will enhance training effectiveness, efficiency, and outcomes, thereby helping the organization achieve its goals.
Feasibility Assessment:	The technical proposal and the institute floor plan and layout assesses the feasibility of acquiring the training equipment. It includes information on compatibility with existing infrastructure, regulatory compliance, safety considerations, and any necessary adaptations or integrations required for seamless operation.
Risk Mitigation:	The technical proposal and floor plan helps identify and address potential risks associated with the proposed equipment and design. It highlights any limitations, compatibility issues, or dependencies that need to be considered, enabling stakeholders to proactively mitigate risks during the acquisition and implementation process.
Cost-Benefit Analysis:	The institute / training center blueprint provides a cost-benefit analysis, considering the acquisition costs, maintenance expenses, and potential return on investment (ROI) of the proposed equipment. It helps stakeholders evaluate the financial feasibility and long-term benefits of acquiring the equipment.

Conclusion

In summary, a well-crafted Institute / training center blueprint provides clarity, alignment, feasibility assessment, cost-benefit analysis, comparison, evaluation criteria, risk mitigation, and serves as a basis for decision-making and implementation. Etihad AIS offers the service to ensure that the selected training equipment meets the organization's training needs, supports efficient operations, and contributes to the success of the training programs.

Institute / Training Center Establishment

Introduction

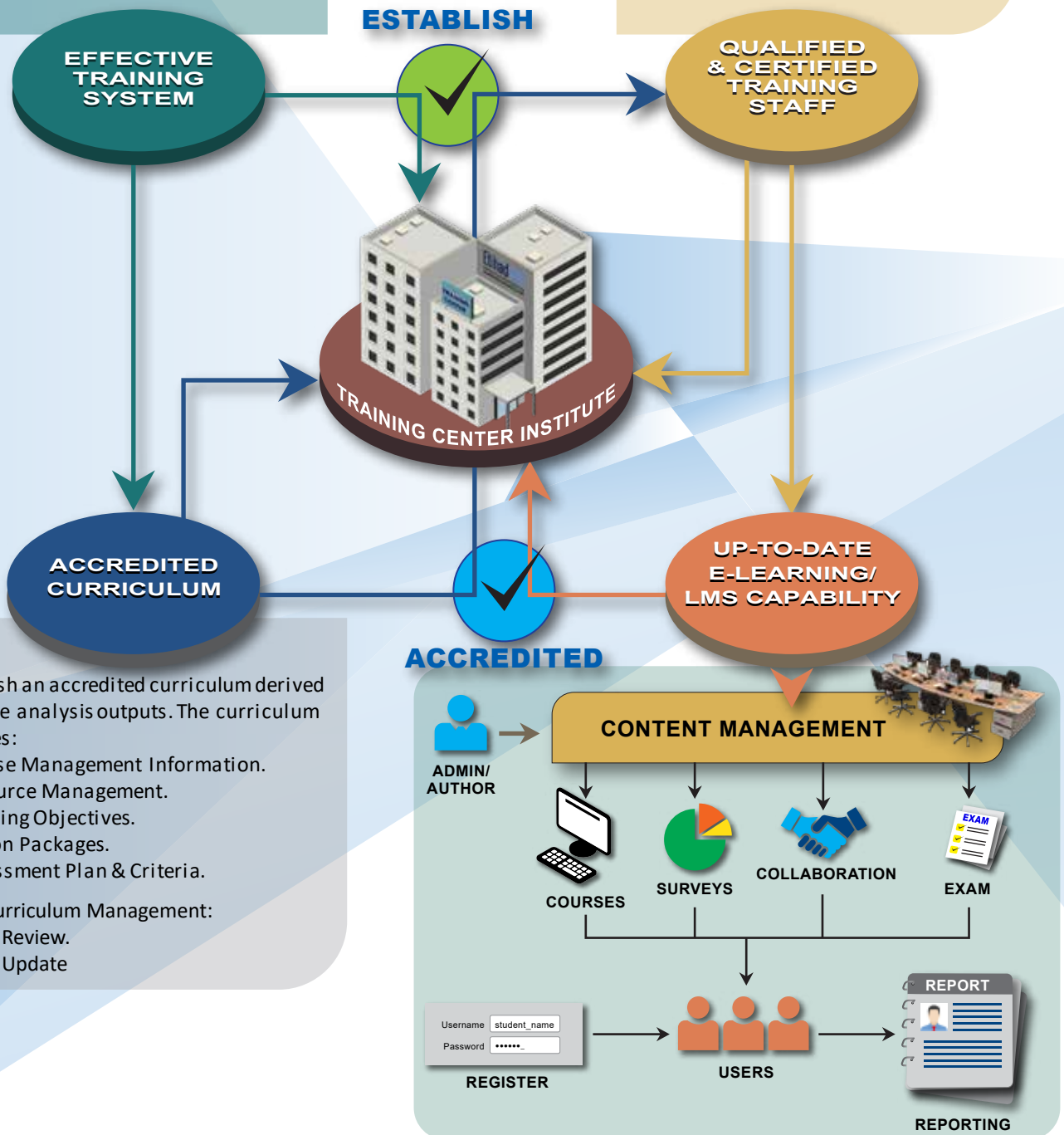
An institute / training center establishment refers to a comprehensive plan or framework that outlines the various aspects of establishing and operating an educational institute or training center. It serves as a roadmap that helps guide the development and implementation of the institute's goals, objectives, strategies, and operational processes. The blueprint covers aspects such as mission and vision, curriculum design, infrastructure, staffing, financial planning, marketing, and quality assurance.

Establish an effective training system by applying suitable methodology to establish:

- Training Management System.
- Organization Structure.
- Quality Management System.
- Training Facilities AND Infrastructure.
- Safety & Security Management System

Qualified & Certified training staff:

- Training Manager.
- Curriculum Developer.
- Training Administrator.
- Trainers.
- Assessors.



Establish an accredited curriculum derived from the analysis outputs. The curriculum includes:

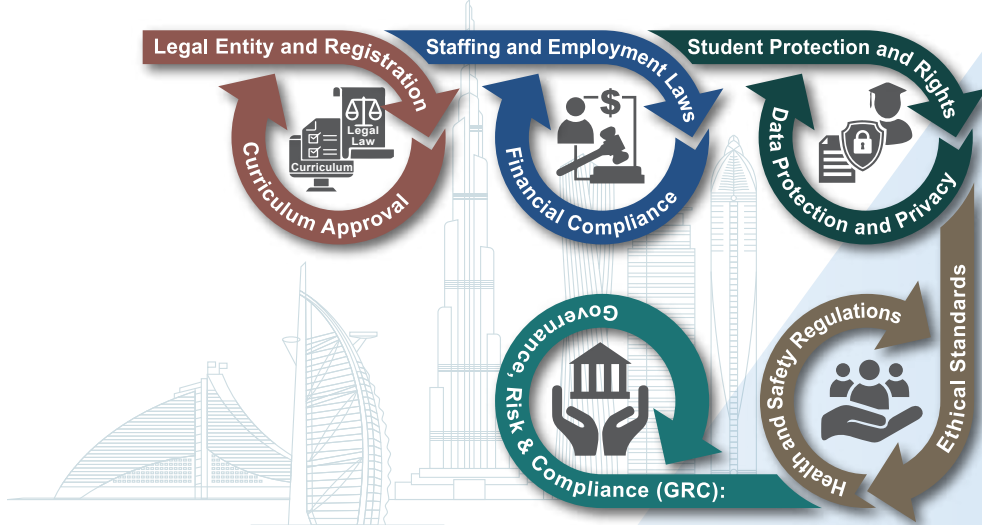
- Course Management Information.
- Resource Management.
- Training Objectives.
- Lesson Packages.
- Assessment Plan & Criteria.

Curriculum Management:

- Review.
- Update

Institute / Training Center Regulatory Compliance

Institute or training center regulatory compliance refers to adhering to the laws, regulations, and guidelines set forth by government authorities or relevant regulatory bodies when establishing and operating an educational institute or training center. Compliance ensures that the institute operates legally, ethically, and in a manner that protects the interests of students, staff, and stakeholders. The specific regulatory requirements may vary depending on the country, region, state, or industry in which the institute is located.



Legal Entity and Registration:	Determine the legal structure of the institute, such as a partnership, sole proprietorship, or corporation. Register the institute with the appropriate government authorities and obtain the necessary licenses, permits, or certifications required to operate legally. This may include business registration, tax identification numbers, and compliance with local laws and regulations.
Curriculum Approval:	Ensure that the institute's curriculum aligns with the regulatory requirements or guidelines set by educational authorities or professional bodies. Obtain the necessary approvals or certifications for specific courses or programs, if required. Etihad AIS has vast experienced in curriculum development and provide service to develop curriculum. Please refer to 2-Series: Training Management Series Information for detail of the service.
Staffing and Employment Laws:	Adhere to labour laws and regulations related to hiring practices, employment contracts, working conditions, wages, benefits, and employee rights. Understand the requirements for background checks, certifications, or qualifications of staff, if applicable.
Financial Compliance:	Maintain financial records and comply with accounting practices, tax regulations, and reporting requirements. This includes proper bookkeeping, financial transparency, tax filings, and compliance with any specific regulations governing educational institutions' finances.
Student Protection and Rights:	Establish policies and procedures to safeguard the rights and welfare of students. Comply with regulations related to student admissions, enrollment contracts, tuition fee transparency, data protection, and privacy laws. Develop a system for handling student complaints, grievances, or disciplinary matters in accordance with applicable regulations.
Data Protection and Privacy	Ensure compliance with data protection and privacy regulations, especially if the institute collects and stores personal information of students, staff, or other stakeholders. Implement appropriate data security measures, obtain consent for data collection and use, and handle data in accordance with applicable laws.
Ethical Standards:	Establish a code of conduct and ethical guidelines for the institute's operations, including interactions with students, staff, and external stakeholders. Adhere to ethical standards in recruitment practices, marketing and advertising, program representations, and student support services.
Health and Safety Regulations:	Comply with health and safety regulations to ensure a safe learning environment for students and staff. This may include fire safety measures, emergency procedures, building codes, accessibility standards, hygiene protocols, and appropriate insurance coverage. Etihad AIS can enhance the organization's safety and security. Furthermore, the detail of the capabilities and services are written in 6-Series: Safety & Security Enhancement Series Information.
Governance, Risk & Compliance (GRC):	Continuously monitor and review changes in relevant regulations, laws, and guidelines to ensure ongoing compliance. Establish mechanisms to track and stay updated with regulatory changes and risk associated that may impact the institute's operations. Etihad AIS able to provide Archer GRC System with 9 modules selection for the organization to turn your risk into advantage. Please refer to 4-Series: Business Process Reengineering Series Information.

Most of the elements above are compulsory requirements and the institute shall establish and maintain the policy, procedure, and documented information to meet the statutory requirements.

Institute Business Plan

It is essential to develop a comprehensive business plan that outlines the academy's vision, mission, objectives, target market, curriculum, infrastructure requirements, marketing strategy, and financial projections. The business plan will determine the funding sources for the project, which may include personal investment, partnerships, loans, or grants.



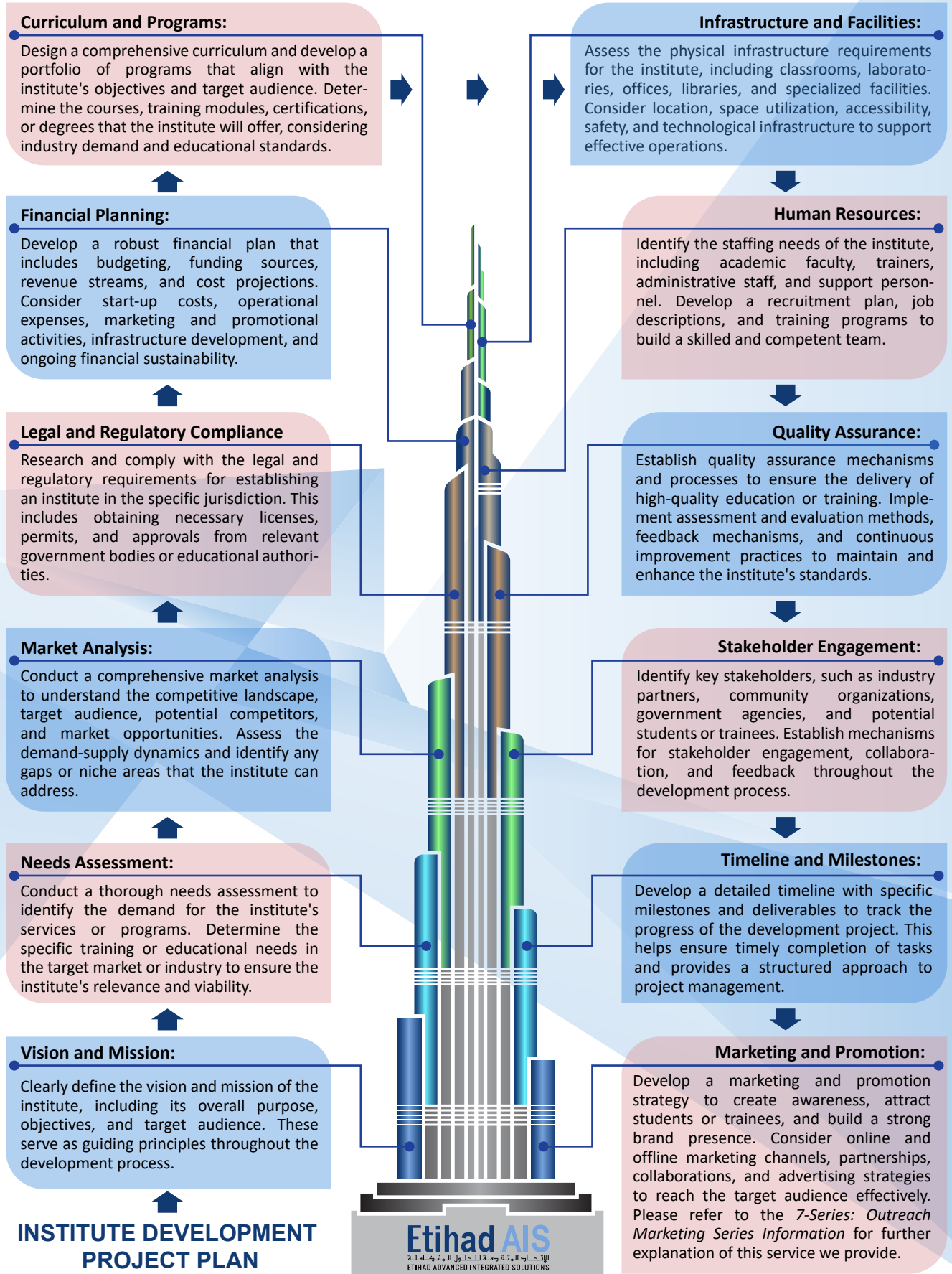
The difference between a non-profit organization or government institute's business plan and a private or profit organization's business plan lies in their respective goals, funding models, and approaches to financial sustainability. Here are some key distinctions:

Mission and Goals:	The primary mission of non-profit organizations and government institutes is often to serve the public or specific communities, address societal needs, and provide public goods or services. Their goals are typically centered around social impact, community development, education, or public welfare. On contrary, the main goal of private or profit organizations is to generate revenue and maximize profits for their owners or shareholders. Their business plans focus on market opportunities, competitive advantage, and financial growth.
Funding Model:	Non-profit organizations and government institutes often rely on diverse funding sources such as grants, donations, government funding, endowments, or sponsorships. Their business plans include strategies for securing funding from these sources to sustain their operations and achieve their mission. Private or profit organizations primarily generate revenue through the sale of products or services. Their business plans outline strategies for capturing market share, attracting customers, and generating profits through pricing, cost management, and revenue generation models.
Financial Sustainability:	Financial sustainability for non-profit organizations and government institutes is typically achieved through careful budgeting, prudent financial management, and diversification of funding sources. They focus on achieving a balanced budget, managing expenses, and ensuring long-term funding stability to support their social or community-oriented programs. Financial sustainability for private or profit organizations is primarily driven by revenue generation and profit maximization. Their business plans emphasize strategies for revenue growth, cost control, market expansion, and maximizing profitability.
Stakeholder Orientation:	Non-profit organizations and government institutes prioritize the interests and welfare of the communities they serve. Their business plans may include strategies for stakeholder engagement, partnerships with other organizations, and community involvement to achieve their mission. Private or profit organizations prioritize the interests of their owners or shareholders. Their business plans focus on strategies to attract investors, deliver value to customers, and achieve a competitive advantage in the marketplace.
Governance and Accountability:	Non-profit organizations and government institutes are accountable to their boards of directors, regulatory bodies, or government authorities. Their business plans may include governance structures, compliance measures, and reporting mechanisms to ensure transparency and accountability in the use of funds and achievement of their mission.

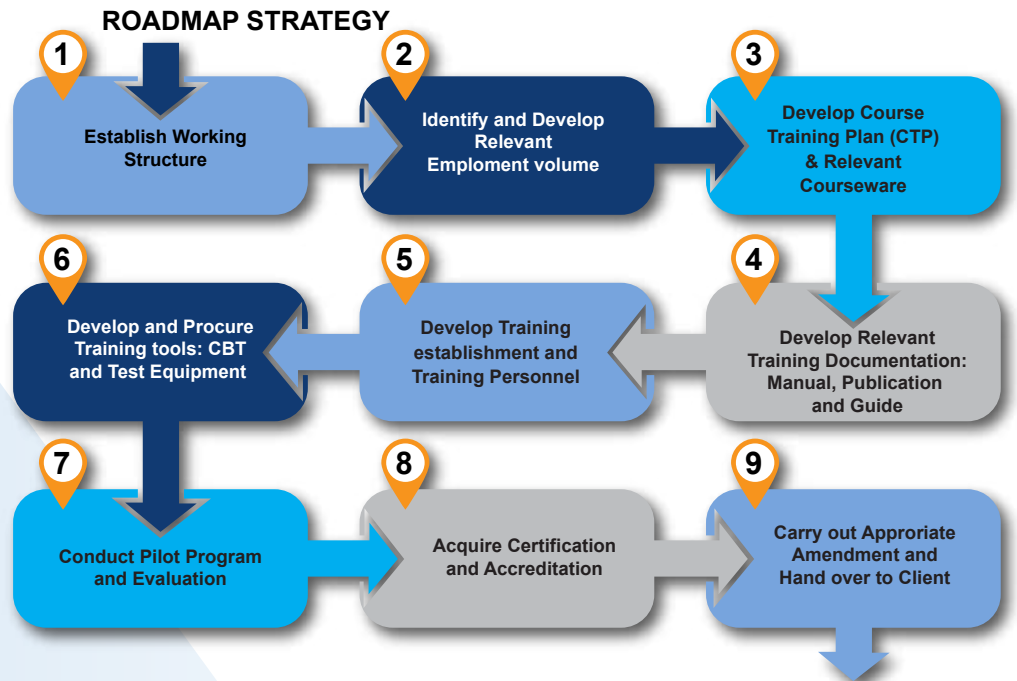
It's important to note that these distinctions are general and may vary depending on the specific context and jurisdiction. Business plans for all types of organizations, regardless of their profit status, should include key elements such as market analysis, competitive analysis, marketing strategies, operational plans, and financial projections. The specific focus and emphasis may vary based on the organization's objectives and target stakeholders. Please refer to Appendix E – Sample of Institute Business Plan as an exemplary.

Institute Development Project Plan

An Institute Development Project Plan is a comprehensive document that outlines the objectives, strategies, timelines, resources, and deliverables for a specific development project. In the context of establishing an institute, a Development Project Plan serves as a roadmap to guide the process of setting up the institute from inception to operational readiness. It encompasses various aspects, including administrative, financial, operational, and logistical considerations. When establishing an institute, several criteria Etihad AIS always include as part of the institute development project plan as follows:



By considering these criteria within the Institute Development Project Plan, Etihad AIS ensure a systematic and comprehensive approach to establishing an institute that meets the needs of our clients, complies with regulations, and achieves the institute's vision and mission. The pictorial below shows the example of a roadmap strategy for institute development project.

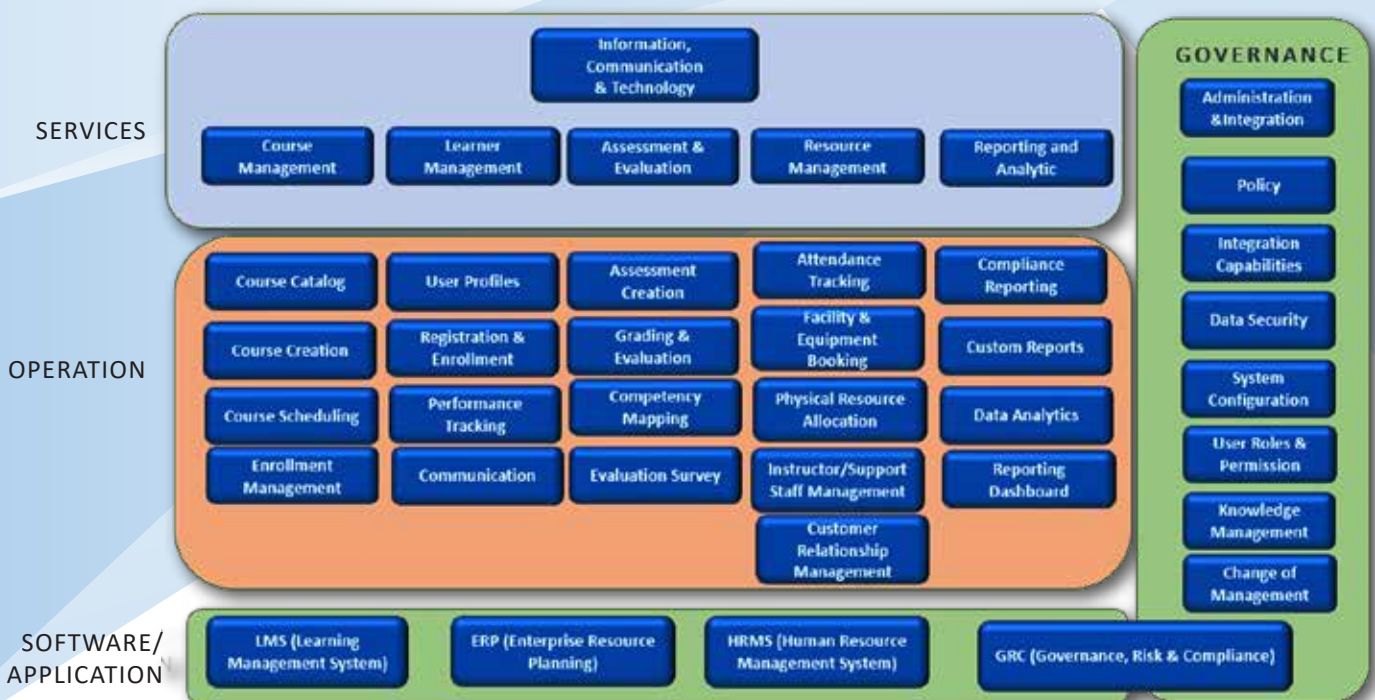


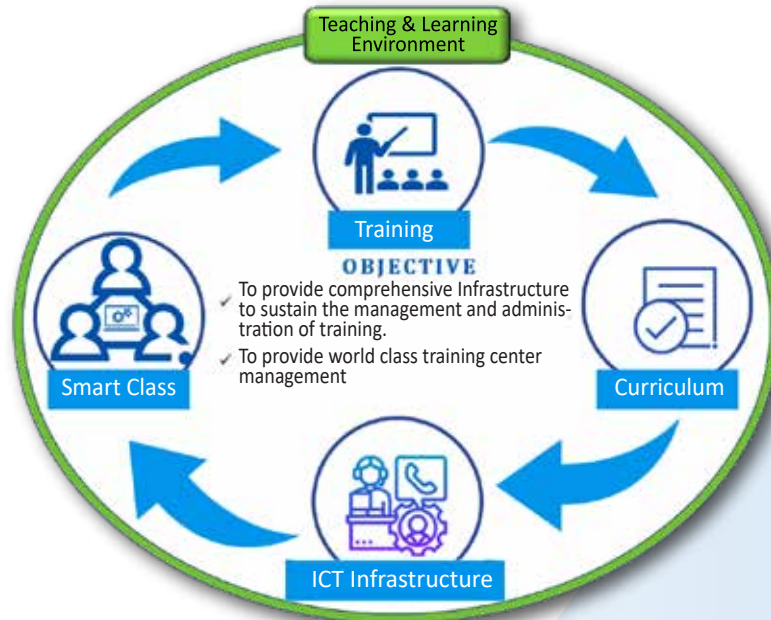
INSTITUTE DEVELOPMENT PROJECT

Integrated Training Management System (ITMS)

An Integrated Training Management System (ITMS) is a system or platform designed to streamline and automate various aspects of training and development within an organization. It serves as a centralized hub for managing training activities, resources, and participant data. ITMS are commonly used by institutions, and training center to efficiently plan, organize, deliver, and track training programs aligned with the management to govern the institute. Institute need to identify the key objectives, training goals, target audience, and any compliance or certification needs prior to establish the effective ITMS for the institute. Etihad AIS is capable to customize the system to meet your institute's specific needs. Integrate the ITMS with other relevant systems already in use, such as HRMS, LMS, or GRC. This integration ensures seamless data exchange and avoids duplicating efforts. The diagram below illustrates the ITMS framework.

INTEGRATED TRAINING MANAGEMENT SYSTEM FRAMEWORK





ITMS often contain sensitive participant data and proprietary training materials. Implement appropriate data security measures to protect this information. This may include user authentication, data encryption, role-based access controls, regular backups, and compliance with data protection regulations. The elements or features found in a typical training management system may include:

Course and Curriculum Management:	This feature allows administrators to create, organize, and manage training courses and curricula. It includes defining course objectives, content, prerequisites, and scheduling.
Registration and Enrollment:	This element facilitates the registration process for participants. It enables individuals to sign up for courses, view available training options, check seat availability, and manage their enrollment status.
Learning Content Management:	ITMSs often provide tools to manage learning content, such as uploading and organizing digital resources, including presentations, videos, documents, and assessments. It may also include content authoring capabilities to create and customize training materials.
Instructor and Physical Resource Management:	This component helps in managing instructors, trainers, and other resources necessary for conducting training sessions. It may involve scheduling instructors, allocating classrooms or virtual spaces, and assigning equipment or materials.
Training Delivery:	ITMSs may support various delivery methods, such as in-person instructor-led training, virtual classrooms, e-learning modules, or blended learning approaches. The system provides mechanisms to deliver training content to participants based on their enrollment and preferences.
Tracking and Reporting:	ITMSs typically offer tracking functionalities to monitor participants' progress and completion of training activities. It generates reports on course attendance, assessment scores, certifications, and other relevant metrics. This data aids in evaluating the effectiveness of training programs and identifying areas for improvement.
Communication and Collaboration:	These features facilitate communication between participants, instructors, and administrators. They may include discussion forums, messaging systems, notifications, and announcements related to training activities.
Assessment and Feedback:	ITMSs often include mechanisms for conducting assessments, quizzes, and surveys to evaluate participants' learning outcomes and collect feedback. This helps in assessing the effectiveness of training and gathering insights for future improvements.
Certification and Compliance Management:	This element enables the management and tracking of certifications, compliance requirements, and regulatory training. It ensures that participants complete mandatory training programs and remain compliant with industry or organizational standards.
Integration and Scalability:	ITMSs may offer integration capabilities with other systems, such as human resource management systems (HRMS) or learning management systems (LMS). This allows for seamless data exchange and eliminates duplicate data entry. Scalability ensures that the system can handle a growing number of users, courses, and training activities.



The Value of the Institute / Training Center Establishment

Expertise and Experience:	Etihad AIS specialized knowledge and expertise in the field of education and institute development. We have experience working with various institutes and understand industry best practices. Their insights and recommendations can help you make informed decisions and implement effective strategies.
Strategic Planning and Roadmap:	Etihad AIS can help develop a comprehensive strategic plan and roadmap for your institute's growth and development. They assist in defining clear goals, objectives, and action plans. This strategic guidance ensures that your institute aligns with its vision, mission, and long-term aspirations.
Process Improvement and Efficiency:	Etihad AIS can evaluate your institute's operational processes, workflows, and systems. They identify areas of inefficiency, bottlenecks, and redundancies, and propose streamlined processes and best practices. This leads to improved efficiency, reduced costs, and enhanced overall institute performance.
Network and Partnerships:	Etihad AIS has a vast network of contacts in the education industry. We can facilitate collaborations, partnerships, or networking opportunities for your institute. This can open doors to new resources, funding opportunities, and strategic alliances that can benefit your institute's growth and development.
Time and Cost Savings:	Etihad AIS can save you time and resources by leveraging their expertise and experience. We can efficiently analyze your institute's needs, develop strategies, and provide actionable recommendations. This can accelerate the development process and reduce costly trial-and-error approaches.
Change Management Support:	Implementing changes and new initiatives in an institute can be complex and challenging. Etihad AIS can provide change management support, guiding you through the process and helping you navigate potential resistance or obstacles. Our expertise in change management strategies can ensure a smoother transition and increase the likelihood of successful implementation.

Conclusion

In conclusion, Institute / Training Center Establishing can help build a reputation for excellence and expertise in the chosen field. As the institute becomes known for providing specialized education, it can attract students, faculty, and collaborators who are specifically interested in that area. This focused expertise can contribute to a strong reputation and recognition within the industry. Etihad AIS can bring valuable insights, strategic guidance, and practical solutions to develop your institute and drive its success in the ever-evolving education landscape.

Institute / Training Center Accreditation

Introduction

Institute/Training Center accreditation refers to a formal recognition or approval granted by a recognized accrediting body or authority to an educational institute or training center. Accreditation signifies that the institute has met specific standards of quality and educational excellence, demonstrating its commitment to providing high-quality education or training. Accreditation enhances the reputation and credibility of the training center. It assures learners, employers, and other stakeholders that the center meets recognized quality standards and delivers education or training of a high standard.

Certification & Accreditation

Whereas, term terms 'accreditation' and 'certification' are often used interchangeably, they are two closely related but distinct value on the quality assurance. Certification focuses on evaluating individuals or organizations against predetermined standards, accreditation assesses the quality of educational institutions or programs according to established criteria, and recognition acknowledges excellence or accomplishment in a particular field. The diagram below indicates the difference between the certification, accreditation, and recognition.



Certification is a process by which an individual or an organization is evaluated against a set of predetermined standards or criteria. It is usually voluntary and demonstrates that the person or organization has acquired a specific level of knowledge, skills, or competence in a particular field. Certification is often provided by a third-party organization or certification body, and it typically involves an assessment, examination, or evaluation process. Examples of certifications include professional certifications like Project Management Professional (PMP) or Certified Public Accountant (CPA).

Accreditation is a formal recognition granted to an educational institution, program, or healthcare facility by a recognized accrediting body. It signifies that the institution or program meets or exceeds specific quality standards set by the accrediting organization. Accreditation is usually a comprehensive evaluation process that assesses various aspects, including curriculum, faculty qualifications, student outcomes, facilities, and resources. It is typically required for institutions such as universities, colleges, schools, and healthcare facilities to ensure they meet the established standards of quality and accountability.

Recognition is a form of acknowledgment or validation given by an authoritative entity or organization. It indicates that a person, organization, or product has achieved a certain level of excellence, accomplishment, or distinction in their respective field. Recognition can be granted for various reasons, such as outstanding performance, significant contributions, innovation, or meeting specific criteria. Unlike certification and accreditation, recognition is

generally less formal and can be subjective, based on the judgment or evaluation of the recognizing entity. It's important to note that recognition can vary across specific subfields and regions, and factors such as individual accomplishments, research contributions, and professional experience can also influence career opportunities and recognition. It's advisable to research the specific requirements and expectations within your desired field or region of interest to determine the level of recognition.

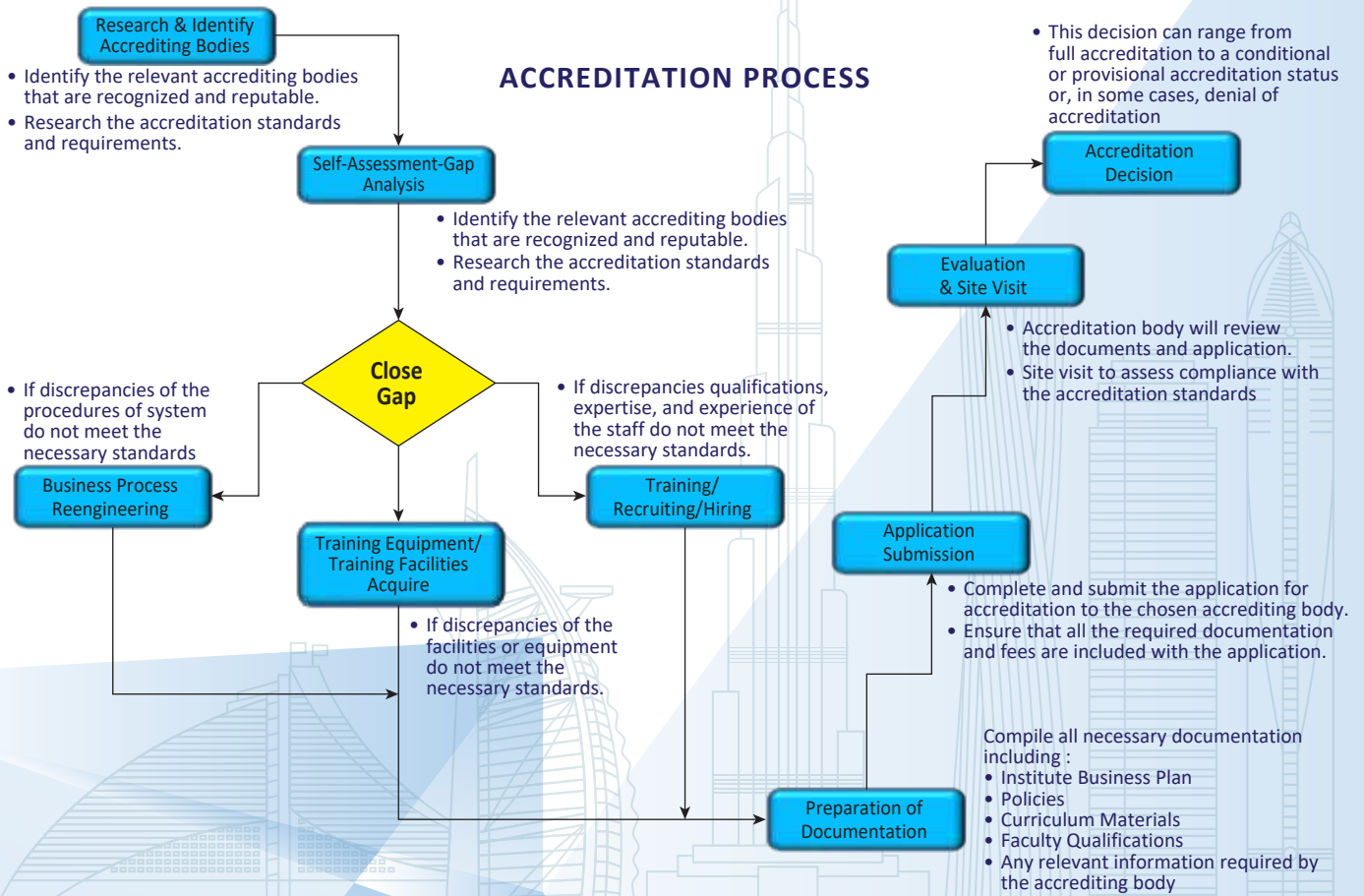
Etihad AIS has experience working with various accreditation bodies and understand industry best practices. Our insights and recommendations can help you make informed decisions and implement effective strategies for institute or training center accreditation.

Accreditation Process

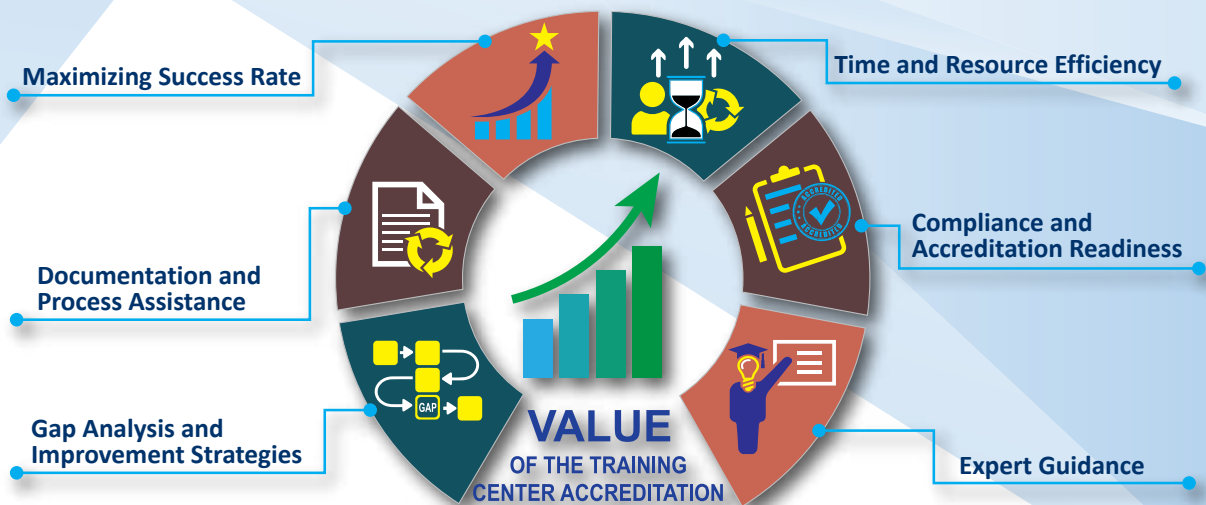
Accreditation provides external validation and recognition of the quality and standards of the training center. It demonstrates to students, employers, and other stakeholders that the center meets or exceeds established benchmarks in education and training. Accredited training centers are often trusted by employers who value graduates from recognized programs. Accreditation can enhance the employability of students and increase their chances of securing desirable job placements. Graduates may also benefit from networking opportunities and industry connections facilitated by the accredited training center. Institute accreditation typically involves a comprehensive evaluation of an educational institution or training provider to ensure that it meets specific quality standards and criteria. While the specific elements and requirements can vary depending on the accrediting body and the country or region, here are some key elements commonly implemented by Etihad AIS in the accreditation process:

Institutional Mission and Objectives:	The institution should have a clear mission statement and defined educational objectives that align with the standards and goals set by the accrediting body. A crystal-clear mission and objective provide guidance for the Etihad AIS to establish the initiatives required for the accreditation.
Governance and Administration:	The institution's governance structure, leadership, and administrative processes are assessed to ensure effective management and accountability.
Process Improvement and Efficiency:	Etihad AIS can evaluate your institute's operational processes, workflows, and systems. They identify areas of inefficiency, bottlenecks, and redundancies, and propose streamlined processes and best practices. This leads to improved efficiency, reduced costs, and enhanced overall institute performance.
Curriculum and Educational Programs:	The accreditation process evaluates the institution's curriculum, course offerings, learning outcomes, and instructional methods to ensure they meet the required standards and promote student learning and development. Etihad AIS is experienced and offers service in curriculum development. Please refer the <i>2-Series: Training Management Series Information</i> for further information.
Faculty Qualifications and Resources:	The qualifications, expertise, and experience of the faculty members are assessed to ensure they meet the necessary standards. Additionally, the institution's resources, including libraries, laboratories, and technology infrastructure, are evaluated to support effective teaching and learning. Etihad AISD also offers program to train and qualify the staff, hence reduce the gap. Please refer the <i>2-Series: Training Management Series Information</i> for further information.
Student Support Services:	The availability and quality of student support services, such as counselling, career guidance, academic advising, and facilities for students with disabilities, are considered during the accreditation process. Student right and any matters pertaining health, safety, and welfare need to be address in the Institute policy. Appeals Policy and Complaints Policy are requirements by ACTVET (Abu Dhabi Centre for Technical and Vocational Education and Training) for the institute need to establish for the LTP (Licensed Training Provider) application.
Assessment and Continuous Improvement:	Accreditation often involves an evaluation of the institution's assessment methods, data collection processes, and mechanisms for continuous improvement. This includes reviewing how the institution uses assessment results to enhance the quality of its programs and services.

As mentioned previously, to obtain institute accreditation, the specific steps may vary depending on the accrediting body and the country or region. However, the general process of accreditation implemented by Etihad AIS as the flowchart below.



The Value of the Institute / Training Center Accreditation



The Value of the Institute / Training Center Accreditation

Gap Analysis and Improvement Strategies:	Etihad AIS conduct thorough assessments of the training center's operations, curriculum, policies, and procedures. We identify any gaps or areas that need improvement to align with accreditation standards. We provide strategic recommendations and assist in developing action plans to address those gaps, enhancing the institute overall quality and performance.
Documentation and Process Assistance:	We support the training center in developing and organizing the required documentation, such as policies, procedures, curriculum materials, faculty qualifications, and assessment methods. We ensure that the documentation meets the accrediting body's guidelines and standards, minimizing the risk of errors or omissions.
Maximizing Success Rate:	Etihad AIS has experience and insights into what accrediting bodies look for and expect. We help the training center prepare a strong application, ensuring that all necessary documentation is comprehensive, well-organized, and meets the required standards. This increases the chances of a successful accreditation outcome.
Time and Resource Efficiency:	Accreditation processes can be time-consuming and demanding. By hiring Etihad AIS, the training center can offload the administrative burdens and focus on its core operations. We efficiently navigate the accreditation process, streamlining documentation, and assisting with any necessary revisions, saving time and effort for the center's staff.
Compliance and Accreditation Readiness:	By engaging Etihad AIS, the training center can proactively prepare for accreditation. We assist in establishing processes, policies, and practices that align with accreditation requirements, ensuring the center is prepared for evaluation and site visits.
Expert Guidance:	Etihad AIS specializing in accreditation bring in-depth knowledge and expertise in the accreditation standards and requirements. We guide the training center through the entire process, ensuring compliance and addressing any potential gaps or areas for improvement.

Conclusion

Overall, Institute I Training Center Accreditation offers several benefits such as enhanced credibility and reputation, increased student enrollment and retention, improved job placement and career opportunities. It provides external validation of the institutes' quality standards, making it more attractive to students, employers, and stakeholders. Accredited centers enjoy a higher level of trust, leading to increased enrollment and better career prospects for graduates. Etihad AIS offering accreditation services for training centers, we provide valuable expertise and guidance to support centers in achieving accreditation. By leveraging our knowledge of accreditation standards and processes, we assist training centers in enhancing their credibility, reputation, and competitiveness.





Frequently Asked Questions

What is the Etihad AIS 7 Series of Solutions?

Etihad AIS 7 Series of Solutions is a solution package in a series for any organization that wants to transform the organizations by improving their performance toward achieving their goals.

Why Etihad AIS 7 Series is a preferred solution for any organizational challenges?

This series was invented based on our historical data of more than 10 years in industry with the comprehensive study from our SME's (Subject Matter Expert). Hence, these series provide a wide range of solutions from 1-series to 7-series to resolve the organizational challenges. The result or deliverable of the series will be varied in accordance with the unique and diverse needs of the organizations. Our previous products can be a benchmark, but your organization can have different features that are tailor-made to your requirements.

What is the implication if my organization wants to start with 6-series instead of 3-series after deciding to have that both series?

All series are independent and there is no pre-requisite to have any series. The sequence of the series is not a criterion for selection. Hence, organizations can choose any series based on their organizational challenges.

What is the action shall be taken by the organization if the organization is not sure which series will be the best solution for their organizational challenges?

Either the organization representative can contact the point of contact we provided to discuss further which series suit the organization or the organization can choose the 4-Series to conduct the Scoping Study for the organization. A scoping study for an organization is a preliminary investigation that aims to identify the key issues, opportunities, and constraints related to a particular project, program, or area of the organization's operations.

What are the requirements that organizations need to comply prior to selecting any series?

No specific requirements for the enrollment but we need the organization commitment to provide time and availability, transparency, openness, and timely decision making to ensure the efficiency of the solutions and deliverable of product in timely manner. The commitment required from the client can vary depending on the scope and nature of the consulting engagement. Specific commitments may be outlined in the agreement or engagement contract. The details and expectations can be further customized based on the specific needs and objectives of the project.

How much is the cost for the series and does Etihad AIS provide special packages offered on that series?

The price will vary based on the value provided. Please contact us at the point of contact we provided, and we can schedule the consultation session to offer the best price for our services.

How to start with any series?

Please refer to the point of contact we provided, and we can schedule the consultation session immediately.



TRAINING CENTER
ESTABLISHMENT

Point of Contact



If you are your organization's representative and looking for the right consultant to help you to empower your organization:

- ✓ *From Good to Great Business.*
- ✓ *From Good to Great Operation.*
- ✓ *From Good to Great Safety.*
- ✓ *From Good to Great Security.*

Please contact us. We can schedule our meeting for your organization's needs;

contact@eais.ae

CONTACT US



Address

P.O. Box: 132818
Abu Dhabi - UAE



Email

contact@eais.ae



Phones

+971 2445 5979



Fax

+971 2445 5980

For further information please contact:

Training Administrator

+971 24 455 979

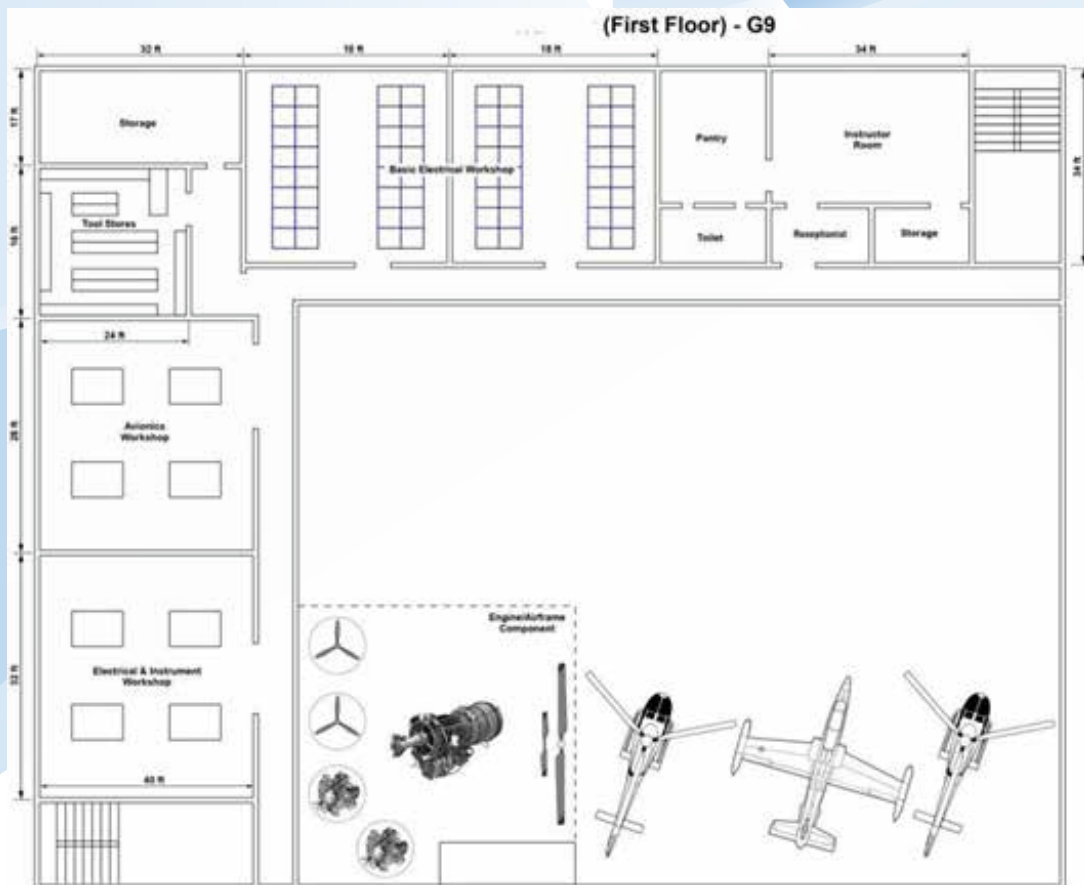
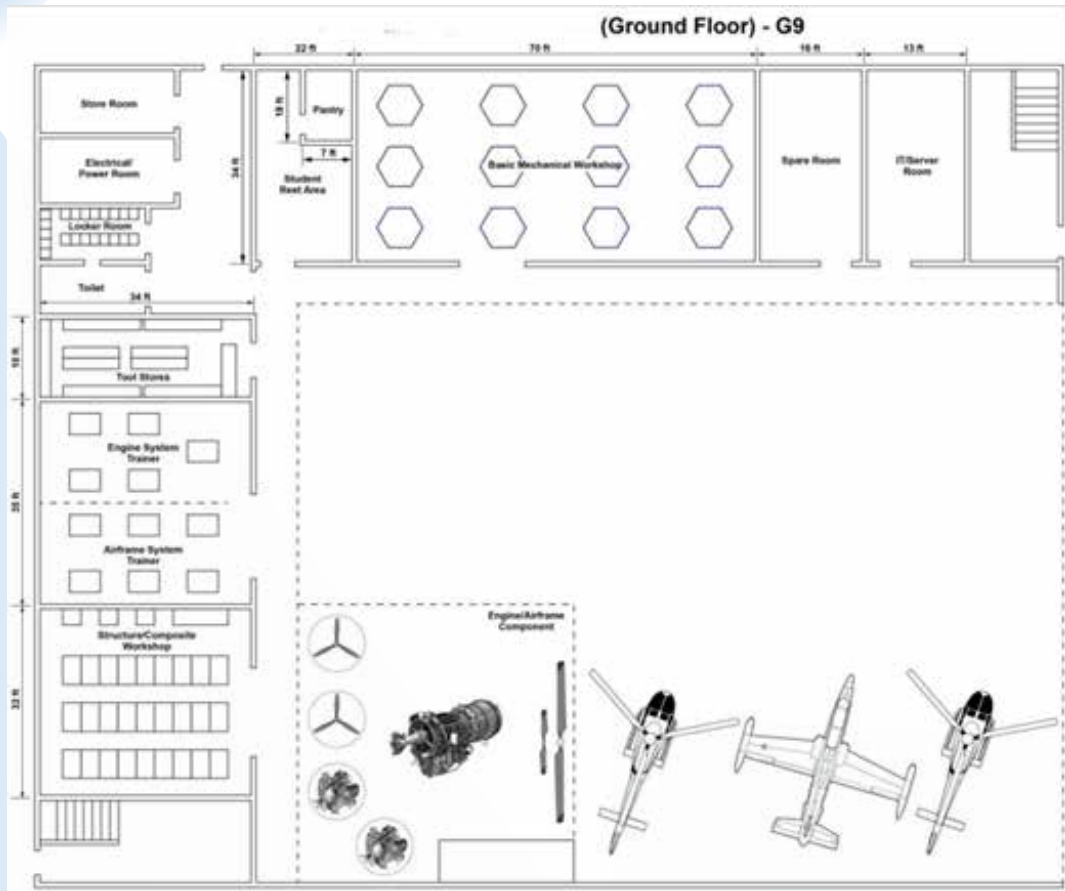
Tra.dep@eais.ae





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Basic Mechanical Workshop (Tools & Equipment)

Tools and Equipments						
No.	Description	Specification	Additional Requirements	Qty.	Available	Remarks
1	Drill Press	Single Phase 230 V. 60Hz Heavy	Chuck capacity 13mm (1/2 inch) Variable Speed 250-3000 RPM	5		
2	Bench Vice	Duty Heavy Duty	Jaw Opening 150mm (6 inches)	5		
3	Drill Press Vice	Duty Heavy Duty	Jaw Opening 120mm (5 inches) Optional Multiple Jaw Function	5		
4	Pneumatic Riveting Gun	4x (3/8 dia. Rivet set shank)	With Air Pressure Regulator	24		
5	Rivet Set Flat/Mushroom					
6	Rivet Set Universal Head	For Rivet 470 Head style	Rivet Dia. 1.5" (3.8mm)			
7	Pneumatic Drill Gun	RPM 3000-3500	Chuck capacity (3/8 inch)	24		
8	Bucking Bar/Back-up Dolly	1.5 - 2 kgs		24		
9	Cleco (Spring Type)	Dia. 3/32 (#40)		120		
10	Cleco (Spring Type)	Dia. 1/8 (#30)		120		
11	Cleco (Spring Type)	Dia. 5/32 (#20)		120		
12	Cleco (Spring Type)	Dia. 3/16 (#10)		120		
13	Cleco Plier			24		
14	Countersink Cutter	90 Degree Inc. Angle	HSS	12		
15	Countersink Cutter	100 Degree Inc. Angle	HSS	12		
16	Countersink Cutter	120 Degree Inc. Angle	HSS	12		
17	Microstop Countersink	Dia. 1/4 Spindle	1/4 UNF 28 Bore	16		
18	Threaded Countersink Cutter	# 30 Pilot / 100 Inc Deg. Angle	Dia 1/4-28 by O.D 1/2 inc	16		
19	Threaded Countersink Cutter	# 20 Pilot / 100 Inc Deg. Angle	Dia 1/4-28 by O.D 1/2 inc	16		
20	Threaded Countersink Cutter	# 10 Pilot / 100 Inc Deg. Angle	Dia 1/4-28 by O.D 1/2 inc	16		
21	Wire Twisting Pliers	Length 6" (inches)	Metric Equivalent	24		
22	Reamer 6H7 Diameter	Right Hand Twist	Chucking Reamers	12		
23	Reamer 8H7 Diameter	Right Hand Twist	Chucking Reamers	12		
24	Reamer 10H7 Diameter	Right Hand Twist	Chucking Reamers	12		
25	File -Flat 6" (inch)	Bastard/ Second Cut	With Handle	30		
26	File -Flat 6" (inch)	Smooth	With Handle	30		
27	File -Half Round 6" (inch)	Second Cut	With Handle	30		
28	File -Round 6" (inch)	Second Cut	With Handle	30		
29	File -Flat 12" (inch)	Bastard	With Handle	30		
30	File -Flat 12" (inch)	Smooth	With Handle	20		
31	Set Square	6"inch blade	Blade Scale (Inch/Metric)	24		
32	Combination Square	12" (inch) Blade	Metric And English Scale	12		
33	Radius Gauge	R3-R15 mm Range		12		
34	Bore Gauge Go No Go	42E7, 62E7, 10E7	Plug Gage	12		
35	Hand Tap M6	Set		30		
36	Hand Tap M8	Set		30		
37	Tap Handle/Wrench	Bar Type Wrench	Accommodate M1-M8 Tap	24		
38	Thread Bore (Go / No Go) Gage	Size M6 M8		12		
39	Thread Gauge	Set M2-M10 Range Range		4		
40	Thickness/Feeler Gage	0.003"-0.063" Inch Range 10	Metric Equivalent	4		
41	Torque Wrench Toggle(Click Type)	-250 in.-lbs. Rating	3/8" Inch Drive	8		
42	Breaker Bar	3/8" Drive	Length 8/10" Inch	12		
43	Ratchet Drive	3/8" Drive	Length 8/10" Inch	12		

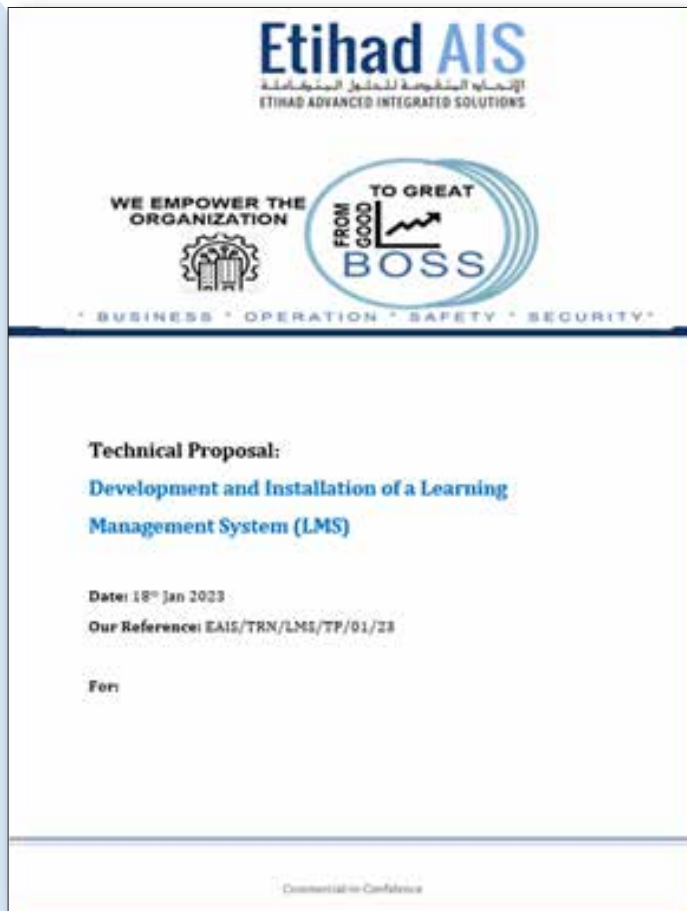


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EAIS/TRN/LMS/TP/01/23 Commercial-in-Confidence Page 2 of 28

PROJECT DEVELOPMENT PLAN
LEADERSHIP AND MANAGEMENT TRAINING CENTRE (LMTC)

By

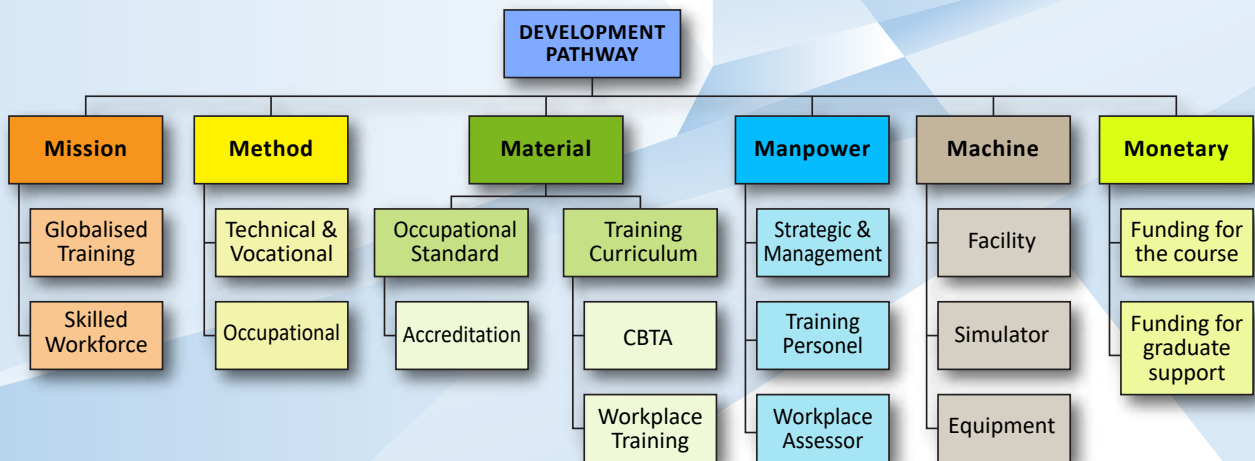
Commander, Air Education and Training Command

1. This project is to be executed in 6 phases. These phase and activity in each phase are as follows:

	ACTION PLAN	DATE COMPLETED
PHASE 1: ESTABLISH THE PROJECT TEAM & LDMC COMPLEX		
1.	Develop building plan for Chief of Air Force brief	30 Aug 09
2.	Develop Project Team Establishment Paper	30 Sep 09
3.	Establish Full Time Project Team	01 Nov 09
4.	Start Renovation Project	Dec 09
5.	Complete Renovation Project	May 10
PHASE 2: DEVELOP ESTABLISHMENT PAPER		
1.	Start the Development of Establishment Paper	01 Nov 2009
2.	Complete the Draft of Establishment Paper	01 Mac 2010
3.	Submit Establishment Paper for Approval.	01 Apr 2010
PHASE 3: ESTABLISH RESEARCH & INNOVATION (R&I) DEPARTMENT		
1.	Develop R & I plan	July 2010
2.	Carry out the R&I program.	Sep 2010
PHASE 4: ESTABLISH OFFICER FACULTY		
1.	Complete Leadership & Force Development Doctrine	May 2010
2.	Complete Officer's Development Program	June 2010
3.	Conduct Commander's Course at LMTC	July 2010
4.	Relocate Single Service Staff College Course from APS (Airforce Professional School) to LMTC	Sep 2010
5.	Conduct Single Service Staff College Course at LMTC	Oct 2010
6.	Relocate SOC and Military Comm Course from APS to LMTC	Dec 2010
PHASE 5: ESTABLISH WARRANT OFFICER SCHOOL		
1	Develop Competency Standard for Base Warrant Officer	June 2011
2	Design training program and develop Base Warrant Officer course curriculum	Aug 2011
3	Deliver Base Warrant Officer course	Sep 2011
PHASE 6: ESTABLISH NON-COMMISSIONED OFFICER (NCO) FACULTY		
1.	Develop Infrastructure Plan	Jan 2011
2.	Start the development Project	Apr 2011
3.	Complete the development project	Sep 2011
4.	Establish NCO & Senior NCO School	Oct 2011
5.	Deliver appropriate courses for NCO	Jan 2012

ACTIVITIES & T IN MONTH	T + 1	T + 2	T + 3	T + 4	T + 5	T + 6	T + 7	T + 8
1. Establish Working Structure	█							
2. Develop Training Programme and Sequence of Instruction	█	█	█	█	█	█		
3. Develop Training Establishment and Infrastructure	█	█	█	█	█	█	█	█
4. Develop Instructors/Training and Support Staff	█	█	█	█	█	█	█	█
5. Develop Relevant Training Documentation: Manual, Publication and Guide			█	█	█	█	█	█
6. Develop and Procure Training Tools: CBT, Test Equipment & Workshop Equipment.		█	█	█	█	█	█	█
7. Acquire Certification and Accreditation				█	█	█	█	█
8. Conduct Trial Course & Evaluation							█	█
9. Develop Integrated Training Management System				█	█	█	█	█

ROAD MAP – Development Pathway



ACTVET

Abu Dhabi Centre for | مركز أبوظبي
Technical and Vocational | للتعليم والتدريب
Education and Training | التقني والمهني

BUSINESS PLAN

ETIHAD ADVANCED INTEGRATED SOLUTIONS

Address: Al Qudra Holding PJSC HQ, Ministries Complex, Abu Dhabi

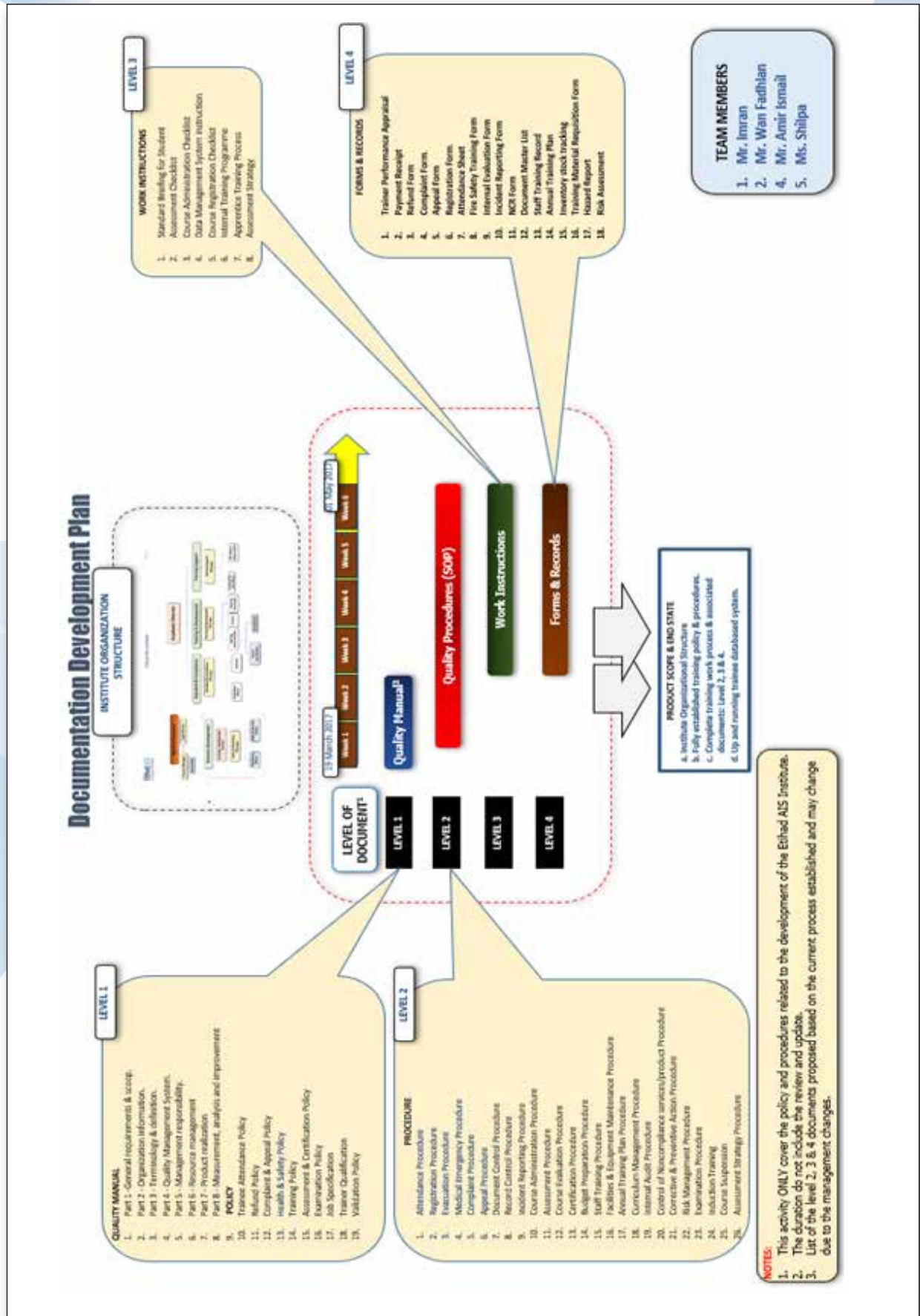
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Version: 01

LICENSING DEPARTMENT

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1
SERIES

**TRAINING CENTER
ESTABLISHMENT**

**DOCUMENT DEVELOPMENT
QC PROCESS CHECK LIST**

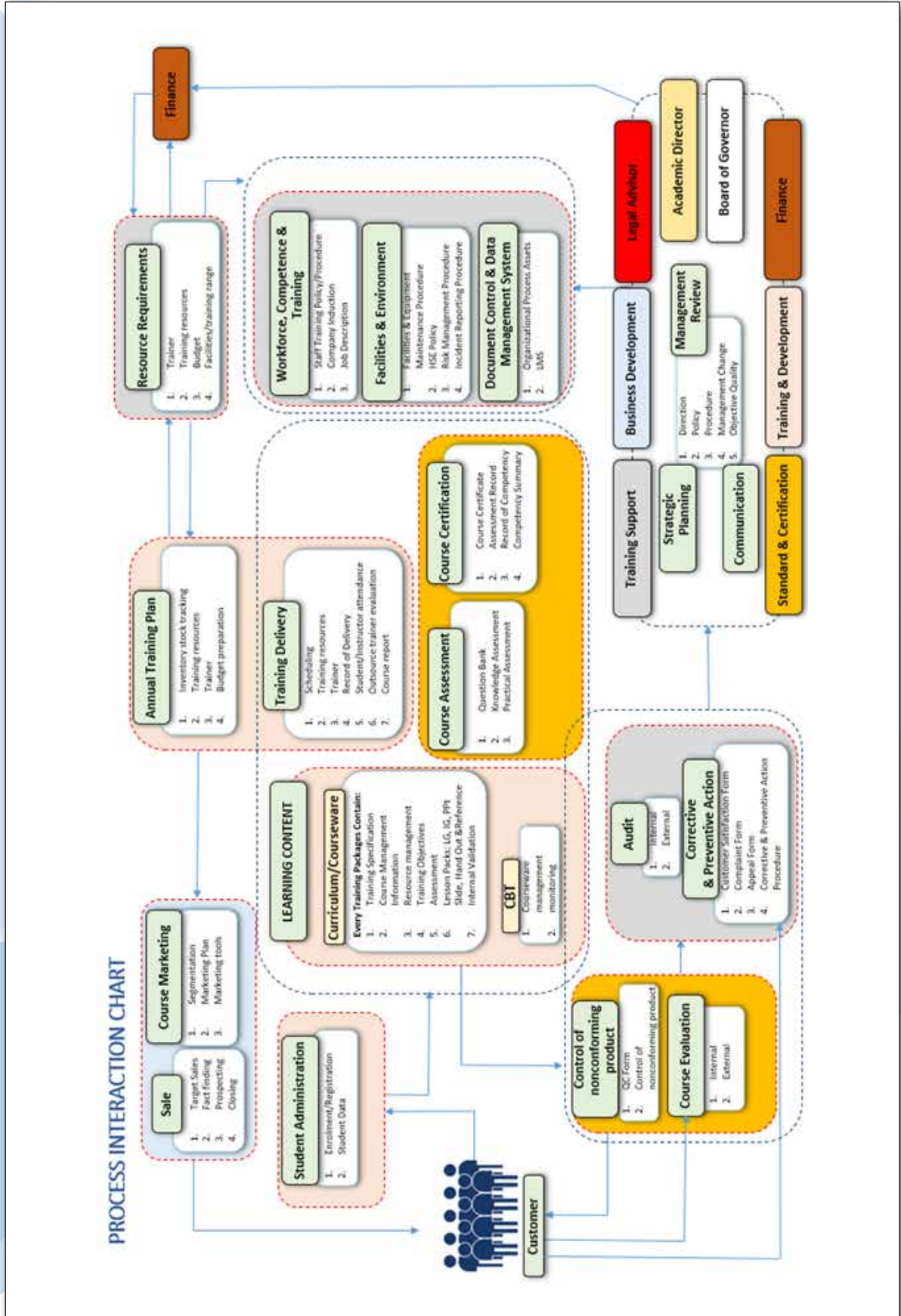
ID	Document Name	Document Control Number	Developed By	Verified By (QC Officer)	Edited by	Final Check by (QC Officer)	Approved By (Academic Director)	REMARKS
LEVEL 1: QUALITY MANUAL								
1	Part 1 - General Requirements & Scope		Imran					✓
2	Part 2 - Organization Information		Imran					✓
3	Part 3 - Terminology & Definition		Imran					✓
4	Part 4 - Quality Management System		Imran					✓
5	Part 5 - Management Responsibility		Imran					WIP
6	Part 6 - Resource Management		Imran					WIP
7	Part 7 - Product Realization							
8	Part 8 - Measurement, Analysis & Improvement							
LEVEL 1: POLICY								
1	Trainee Attendance Policy		Imran					✓
2	Refund Policy		Imran					✓
3	Complaint & Appeal Policy		Imran					✓
4	Health & Safety Policy		Imran					✓
5	Training Policy							
6	Assessment Policy		Amir					✓
7	Examination Policy		Amir					✓
8	Job Specification		Amir					✓
9	Trainer Qualification		Amir					✓
10	Validation Policy		Amir					✓
LEVEL 2: PROCEDURES								
1	Attendance Procedure		Imran					✓
2	Registration Procedure		Imran					✓
3	Evacuation Procedure		Imran					✓
4	Medical Emergency Procedure		Imran					✓
5	Complaint Procedure		Imran					✓
6	Appeal Procedure		Imran					✓
7	Document Control Procedure*							
8	Record Control Procedure*							
9	Incident Reporting Procedure							
10	Course Administration Procedure							
11	Assessment Procedure							
12	Course Evaluation Procedure							
13	Certification Procedure							
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19	Internal Audit Procedure*							
20	Control of Noncompliance Services/Product Procedure							
21	Corrective and Preventive Action Procedure							
LEVEL 4: FORMS & RECORDS								
1	Trainer Performance Appraisal		Wan					✓
2	Payment Receipt*							✓
3	Refund Form		Wan					✓
4	Complaint Form		Wan					✓
5	Appeal Form		Wan					✓
6	Registration Form		Wan					✓
7	Attendance Sheet*							✓
8	Fire Safety Training Form							✓
9	Internal Evaluation Form*							✓
10	Incident Reporting Form							✓
11	NCR Form							
12	Document Master List							
13	Staff Training Record							
14	Annual Training Plan							
15	Inventory stock tracking							
16	Training Material Requisition Form*							
17	Hazard Report							
18	Risk Register							
19	Instruction for Investigation Form		Wan					✓
20	Instruction for Trainee Form		Wan					✓

Compiled By: _____ Name: Position: Date:	Verified By: _____ Name: Position: Date:	Approved By: _____ Name: Position: Date:
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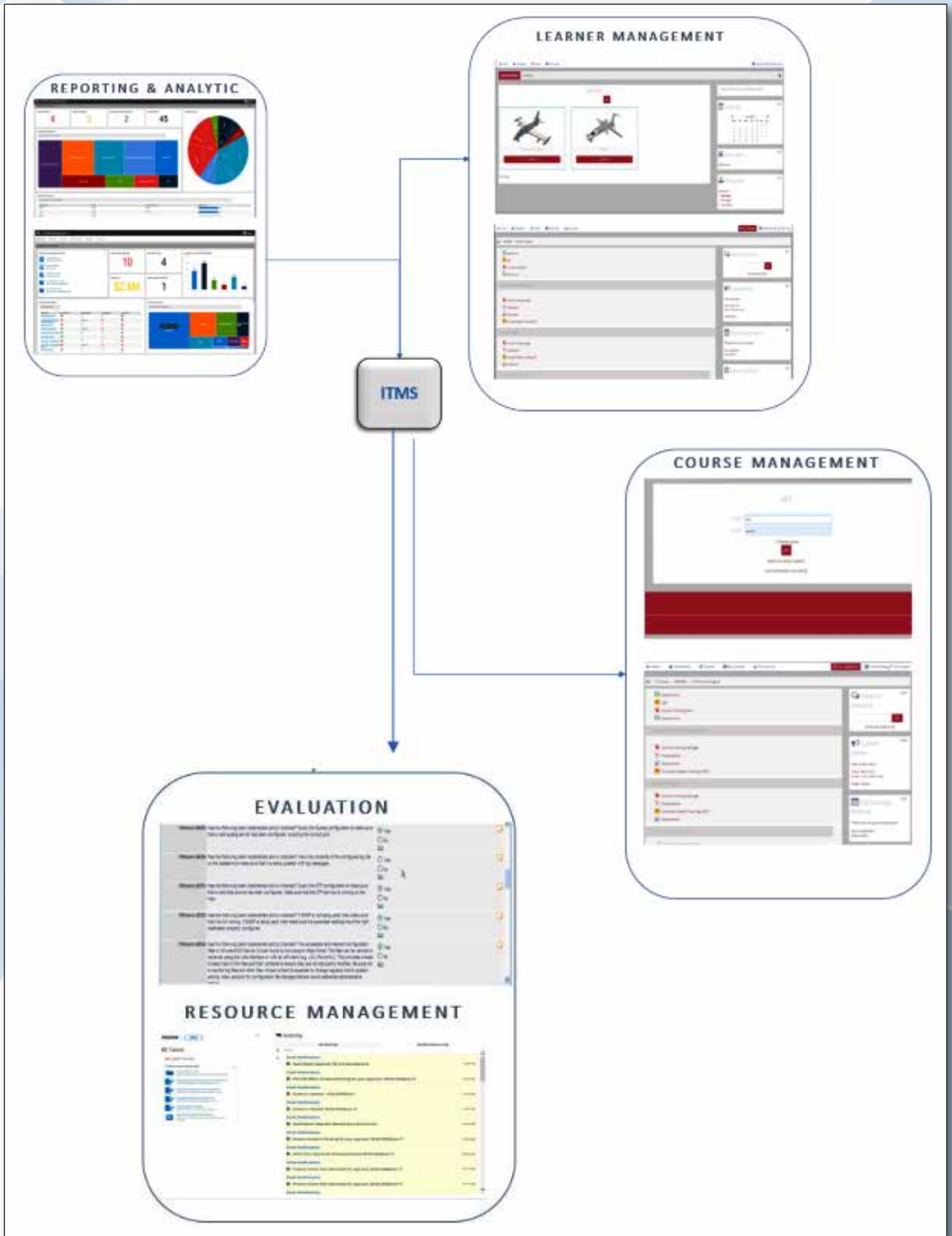




Training License		رخصة تدريب
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Appendix I – Sample of Integrated Training Management System Interaction Chart





ETIHAD AIS

7 Series of Solutions