



معهد البحرين للتدريب
Bahrain Training Institute



وزارة التربية والتعليم
Ministry of Education

Trainee Affairs Directorate
Vocational Guidance & Counseling Division

Trainee Guide



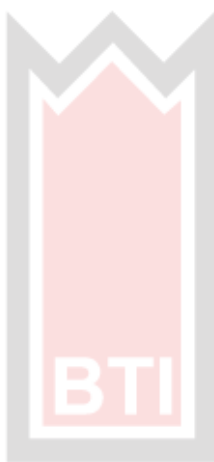
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Dear Trainee

A detailed explanation of the rules & regulations is presented in this handbook and you can get more information on the services and facilities at the institute from the Trainee Guide. We request you to read it carefully and adhere to it during your training at the Institute and be committed to ethical behavior in order to serve the society that you belong to and to be a good example in upholding the Kingdom.

- Read all the rules and regulations of the Institute which is listed in this booklet so that you are fully aware about BTI.
- Remember to start your day by looking at all advertisements placed on billboards in training divisions, BTI electronic screens, and BTI web site in order to know all the updates and activities running at BTI.

<http://www.moedu.gov.bh/bti/default.aspx>



About Bahrain Training Institute (BTI)

Bahrain Training Institute (BTI) is a pioneering national institution founded in 1992, with the aim to provide highly qualified training programs that meet the needs of the industrial, construction, business, information technology and service sectors and in order to develop human resources in the Kingdom of Bahrain in line with the Economic Vision 2030.

BTI Objectives

1. BTI aspires to provide on-going vocational training for job-seekers and to enrich their knowledge and technical skills which hence facilitate their integration into the labour market.
2. BTI conducts high quality training programmes designed for those who are already employed in order to develop their knowledge and skills
3. BTI aspires to meet the training needs of the industrial, construction and commercial service organizations.

To accomplish these objectives, BTI follows a unique route to develop and implement its training programmes through the usage of latest methods of training, planning, coordinating with industrial, commercial and construction companies, cooperating with other vocational institutions and linking BTI programmes with international educational bodies, which evaluate and accredit BTI programmes.

Training Divisions

BTI provides a wide range of training programmes accredited by EDEXCEL & National Qualification framework, these programmes are designed to fulfill the needs of Industrial and commercial companies.

1. The programmes accredited by EDEXCEL are implemented through the following divisions:
 - Mechanical & Motor vehicle
 - Electrical & Electronics
 - Civil Engineering
 - Information Technology Academy
 - Art & Design
2. The programmes accredited by National Qualification framework are implemented through the following divisions for the:
 - Commercial Studies
 - Instrumentation & Chemical

3. Other awarding bodies

- DTTO- Diploma in Travel and Tourism (ICM-Institute of Commercial Man

The support divisions for the training process are as follow:

- Communication & Languages
- Mathematics & Science

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- Communication & Languages
- Mathematics & Science
- Health, Safety and Environment

Department of Trainees Affairs

This department specializes in providing a wide range of facilities for all trainees throughout their training period at the Institute; it also provides many services to the trainees through the following divisions:

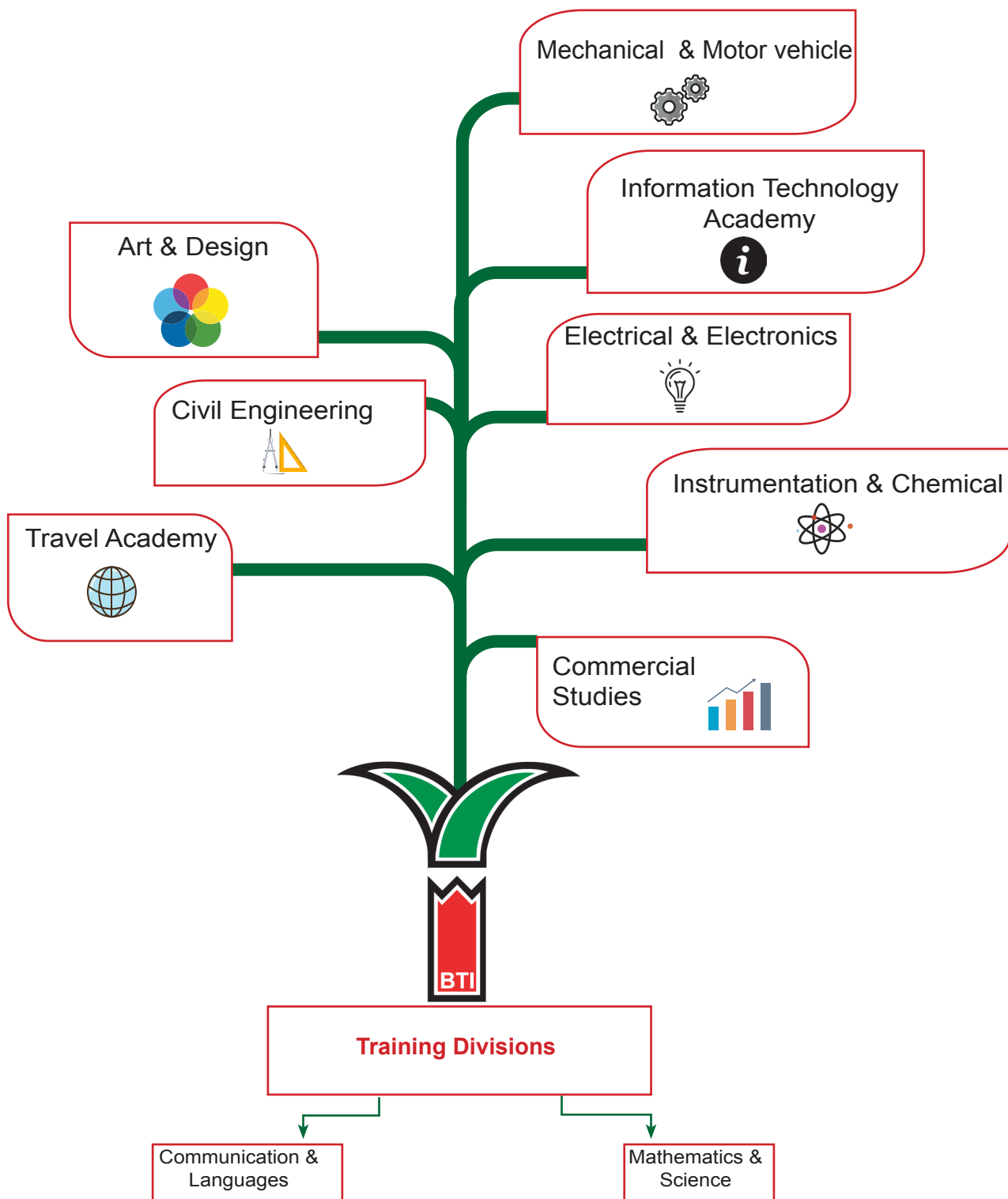
a. Admission and Registration Division (Building No.7)

This division oversees the admission of trainees in various BTI programmes in accordance with the plans and strategies adopted by BTI administration. The division also performs the following tasks:

- This division is entitled to follow up the trainees since applying to BTI until their graduation.
- This division keeps record and follows the trainee from enrollment till graduation.
- Distributes timetables of training and exams
- Issues transcripts and certificates.
- Receives trainees' excuses for being absent in final examinations.

Daily working hours are from 7:30 am to 15:30pm

T raining Divisions



b. Vocational Guidance & Counseling Division (Building No. 7)

This division provides a wide variety of services to all trainees. It offers advice, guidance and counseling to overcome problems and difficulties facing the trainees during their training period at BTI. The services provided are confidential to cater for specific trainee problem. The division also performs the following tasks:

- receive the new trainees and preparing them for training at BTI.
- take care of trainees suffering from poor learning, to diagnose the reasons behind it and to try to find suitable solutions.
- supervise and coordinate sessions of Trainees' Disciplinary Committee.
- examine the cases of needy trainees who apply for fees exemption for the Bahraini citizens registered at the regular programmes.
- finalize the transportation procedures.
- provide car parks for sponsored trainees.
- receive and follow up trainee complaints.
- supervise and coordinate school visits program from and to BTI.

The guidance and counseling services provided to trainees include:

A. Individual counseling:

Individual guidance sessions are planned and agreed between the trainee with the counselor in private and in a confidential atmosphere to discuss any concerns experienced by the trainee, whether social, family or training in order to find appropriate ways and means to resolve it and deal with it.

B. Group Counseling:

Sessions and meetings held with a group of trainees at one time and one place to discuss certain issues in order to provide an opportunity for everyone to learn how to communicate, share information, exchange views, and build trust with others.

C. Classroom visits:

The purpose of these visits to introduce the rules & regulations of BTI to trainees and to identify the difficulties they face in training in order to overcome any training related obstacles and to enhance positive behavior of the trainees.

For more inquiries, you may contact the Counselors offices in building No. 7 during daily working hours are from 7:30 am to 15:30pm

c. Trainees' Activities Division

Through its various activities, the Trainees' Activities division contributes to developing the intellectual, emotional and physical skills of trainees, forming and refining their personality, highlighting their talents and creative abilities in scientific, cultural, sports, artistic, media and other fields

Daily working hours are from 7:30 am to 15:00 pm. -

Non-class Activities

The Institute encourages extracurricular activities because of their importance to utilise vacant time of trainees positively and to reinforce cooperative training and group work. The Institute trusts that practicing these activities encourages talented trainees and develops their abilities in many fields. It also gives them the opportunity to participate in competitions, programs and exhibitions both inside and outside the Institute where BTI devote many awards incentives and appreciation certificates for distinguished trainees. Participations of trainees include the following:

Sports Activities

- BTI organizes various sports competitions for trainees in various games, including Football League, Table Tennis competition, and basketball competition.
- BTI teams are participating in tournaments that are held at the university level in various sports such as bowling tournament championship, basketball tournament for Universities, football league, volleyball league, and Marathon competition, etc.
- Championship marathon running and others.
- Trainees may practice their hobbies and sports activities in hall 7A whenever it is vacant during normal working days.

Cultural activities, social and technical:

- Inviting several guests' speakers to conduct various lectures and seminars to raise the cultural level of the trainees.
- Set up cultural competitions among trainees such as Health & Environment competition to promote environmental awareness. In addition to participating in the annual celebration of Environment Day.
- Set up plays and art competitions in hall 7A.
- Held different events such as celebration of national day, annual BTI festival, Teacher's Day, Labor Day, Family day, and the international day of older persons, etc...
- Develop the capacity of the trainee to take responsibility and social participation by visiting older homes and organize in cooperation with UNIC the solidarity campaign stand up against poverty.

- Participation in the annual Carnival of the Ministry of Social Development to celebrate the Bahrain National Day.
- Hosting several health campaigns in various medical areas organize events such as health and blood donation campaigns.

Any trainee who wishes to participate in any sporting, cultural or social activities may visit the counselors of Guidance & Counseling Division during office hours to see and take advantage of available services.

The A Credit:

The approved A Credit is awarded to trainees based on the following criteria:

1. A trainee is given an (A) grade for her/his participation in the trainees' activities which are held by the Trainees' Activities division. The A Credit is not a prerequisite and is not added to trainee's GPA.
2. The Trainees' Activities division is the division that sponsors all training activities held in the Institute.

The A Credit is not awarded for the following:

1. Announce the activity a week before the time of the activity.
2. Trainees must fill a participation in activities form
3. Submit the forms to the Trainees' Activities division at building 4.
4. Attend the activity on the exact date and time as announced.
5. Adhere to the regulations of the Trainees' Activities division of attending and participating in activities.

Criteria for awarding A Credit for trainees:

1. The trainee who meets the requirements of one approved activity hour is granted the A Credit if the hours of participation are not less than (15) hours of activities in one training semester as actually recorded on the activity forms.
2. The trainee's performance in the activity must be approved by the head of the Trainees' Activities division upon the recommendation of the instructor of the activity (specialists from the Trainees' Activities division)
3. The trainee shall be awarded a maximum of one approved A Credit during her/

his training at the Institute. No more than one A Credit shall be awarded in one semester for the activities in which s/he participated. He number of training hours that lead to an A Credit must be 15 approved hours.

D. On job training Center (Building NO. 7B)

The On job training Center(GRC) provides the following different services to trainees and graduates:

- Provides career guidance service which broadens trainees' perspectives on job awareness, and vocational attitudes.
- Provides job opportunities in accordance to BTI approved criteria within the interest of graduates working with various corporate at both public and private sectors.
- Offers services to businessmen and corporate through the provision of qualified graduates in accordance to their needs.
- Provides on the job training opportunities for BTI trainees.
- Follow up the employed graduates of BTI to insure quality employment.
- Liaise with companies to sponsor BTI trainees.

The normal working hours are daily from 7:30am to 3:30pm, except Fridays & Saturdays and official holidays.

E. Learning Resources Centre LRC (Building No.17)

Learning Resources Center (LRC) contains more than 10,000 books in different technical and business fields. BTI also provides periodicals, specialized technical and business journals, audio-visual training tapes and specialized scientific references. All BTI trainees are entitled to make use of all the materials in the Learning Resources Center through a borrowing scheme upon securing the centers membership free of charge.

The services provided by the LRC include:

- Trainee membership card is valid for one (1) year for trainees and two (2) years for staff from date of application. Membership among trainees is subject to the approval of a concerned librarian and the LRC HOD.
- The Internet in order to help trainees to accomplish the required assignments with ease.
- Samples of final exam questions for all the modules of the different programmes and specializations where the trainee may borrow copies to facilitate the trainee's

revision and exam preparations.

- Copy and print services
- Electronic borrow system

Rules and regulations in the LRC

1. Smoking, food and drinks are not allowed.
2. Silence must be observed at all times. Mobile phones must be switched off or put on silent mode. Chatting is strictly prohibited.
3. Observe cleanliness at all times. Littering is not allowed.
4. The LRC is not responsible for the loss of personal belongings.
5. After use, resources must be handed over to concerned librarians or left at designated areas. A magnetic device installed at the centre ensures the security of all materials.
6. LRC materials must be handled and used with care.
7. Non-compliance to the rules and regulations of the centre is subject to disciplinary action and/or cancellation of all library privileges.

The normal working hours are daily from 8:00 am to 5:30 pm, except Fridays & Saturdays and official holidays.

Equipment and Services
Safety and Security

The aim of BTI is to provide a healthy working environment and reinforce security and safety procedures for all the personnel, trainees and visitors of BTI, taking into consideration all the legal requirements and the administrative systems applied in the Institute.

Therefore, the trainee is requested to read the follow the guidelines to achieve a safe and stable environment for all:

1. Trainee ID card is considered to be the official identity card to enter and exit from the Institute in addition to be used for all transactions requested by the trainee within the Institute.
2. All trainees are requested to cooperate with the security personnel during their arrival, departure and stay in the Institute.
3. Ensure to stick the label of training year behind the ID card.

4. Place the badge of BTI car park on the left hand side of front window.
5. Refer to the Safety and Security office at the main gate to report any missing or loss of your private property within the Institute.
6. Taking photos or videos are prohibited inside BTI.
7. Inform the security office at the main gate about any unsecured incident or that which may cause a danger on his life or others.
8. In case of a fire incident, act with suitable behavior and leave the building immediately to the designated safe point at the main gate.
9. Notify the Safety and Security office immediately in the case of an accident or car crash inside the Institute.
10. Observe speed limit in BTI premises and park your car properly in the area designated for trainees and leave space for others.
11. Avoid sitting on the stairs or in corridors of buildings because it hinders traffic and may cause sudden accidents.
12. Avoid tampering with fire equipment and may cause unexpected results.
13. All trainees are responsible for adopting safe and work study practices and complying with safety and security guidelines and procedures in BTI premises.

Safety, Security and Environment Guidelines

Developing good study habits is essential during your training and increases the chances of success and lead the trainee to find a balance between what you have to do and what you want to do. The most important of these habits include the following:

1. Arrive at your scheduled classroom or laboratory on time.
2. If you are late, enter the room quietly, and avoid any disturbance.
3. Make sure to bring all the necessary materials for each lesson, i.e.. books, pens ,etc.
4. Switch off mobile phones inside class rooms, workshops, laboratories, and exam halls.
5. Remain calm during the training session for the benefit of trainees.

6. Do not misuse any equipment in the class/ laboratories or workshops.
7. Smoking, eating and drinking is prohibited in all buildings.
8. Do not leave the classroom, laboratory or workshop without permission of the trainer.
9. Keep your private property safety.
10. Report any missing items to Security & Safety Division at the main gate.
11. Follow a healthy diet food system and avoid heavy food & soft drinks.
12. Choose a suitable and comfortable place for your study; it should be quite so that you can concentrate.

Laboratories and Training Workshops

The Institute provides well-equipped laboratories and training workshops in order to provide the necessary skills and expertise for trainees and give them the opportunity to put into practice their theoretical studies. For trainees' safety, safety and security by-law have been issued which instructors and trainees are expected to follow the rules and regulations. The Institute is also equipped with 24 computer labs, which enable trainees to use the latest technology in programming, designing and other computer skills. All BTI trainees shall uphold the following general safety rules and regulations:

1. Use the correct personal protective equipment (overall, safety shoes, gloves, safety goggles as required by work or training activities).
2. Use the right tools and equipment for workshop/laboratory task.
3. Avoid horse playing.
4. Do not distract others who are at work.
5. Keep workplaces, classrooms, laboratories, and workshops tidy and orderly.
6. Clean your workplace including your classroom, workshop and laboratory after work is complete.
7. Do not smoke in buildings.
8. Do not eat and drink in classrooms and other training areas.
9. Do not use mobile phones during class/training sessions and examinations in

classrooms, workshops, laboratories and halls.

10. Do not misuse any equipment/device provided for health and safety.
11. Do not remove, bypass, defeat or render inoperable any safety device installed in equipment or machinery.
12. Do not use any equipments or devices before listening to a detailed explanation from your trainer.
13. Be sure to follow all the instructions and rules of safety and security.

Respect Yourself-Respect Your Environment

1. Always keep your BTI ID card available.
2. Adhere to good behavior and wear decent clothing with long pants.
3. Maintain good appearance and personal hygiene.
4. Always keep BTI facilities and buildings clean and tidy.
5. Throw dirt and garbage in the places allocated to them.
6. Be punctual and quite inside and outside training places as well as in extracurricular activities.
7. Avoid non-polite behavior such as screaming, knocking on doors and windows, and writing on the tables and distort the books, etc.
8. If you have a problem, talk about it to a counselor.
9. Keep a training calendar.
10. Invest your free time in what is useful by practicing different activities such as cultural, sports, artistic, and social activity.

First Aids Unit (Building No.2)

The first aid unit was inaugurated on BTI premises to serve trainees during the working hours daily from 7:30 am to 3:30 pm, except Fridays & Saturdays and official holidays.

Photocopy and Stationery Center (Awal Building No.18)

This facility can be used by trainees for photocopying of paper, transparencies, also for bookbinding and can buy the required stationery. The cost depends on the service required and is set by the operating contractor.

It is opened daily from Sunday to Thursday from 7:30 am to 6:30 pm.

Hall (7A)

Hall 7A is equipped with sport facilities according to the requirement of credited sport activities. Trainees can use also to practice their theatre hobbies, hold cultural lectures and seminars under the supervision of G&C Division.

Prayer Rooms (Building No.22)

Two separate prayer rooms are available, one for females and the other for males. They should be used only for praying. Eating and sleeping is not allowed in these rooms. They should be kept clean and tidy to serve their purpose.

The prayer rooms are opened daily during the normal working days from 11:00 am to 8:00 pm.

Trainees' Cafeteria (Building No.10-Ground floor)

Snacks, sandwiches, variety of lunch meals, in addition to hot and cold beverages are provided in the cafeteria.a. It is opened daily from Sunday to Thursday from 7:00 am to 6:00 pm.

Trainees Transportation

BTI provides buses to transport trainees from the area of their residence to BTI and vice versa according to specific routes. Trainees may apply for this service in the Vocational Guidance & Counseling Division in building No. 7 during office hours and need to complete the required form prepared for this purpose and need to receive a sticker of the bus.

Car Parks

There is an external car park and the Institute has provided limited internal car parking for sponsored trainees in the mornings and afternoons. Sponsored trainees should complete the special form from the V.G&C Division in Building No.7.

Limited spaces are allocated for trainees with special needs and can be obtained by writing a letter to the V.G&C Division and can be provided after the approval of the case. Using the car parks is the sole responsibility of users and the Institute does not bear any responsibility of the loss of any items.

Rules & regulations BTI Training System

The new training year at BTI starts September of each year and extends till June of the following year. It is divided into two semesters of 18 weeks each. The duration of training at BTI ranges between one to two years depending on the type of

the program, the level of the Trainee upon entrance and the required level at graduation. The BTI training system is based on vocational principles where the trainee is expected to spend adequate duration at labs, workshops and the learning resource center to acquire the necessary knowledge and skills. Trainees' evaluation depends on regular attendance, task performance in addition to quizzes, mid-semester exams and final exams.

BTI training system is similar to UK training represented in vocational training levels approved by British Vocational Qualification Council (BVQC) and are linked to individual capability to perform assigned tasks perfectly. BTI attracts different groups of trainees such as secondary school graduates, those with post-secondary school qualifications in addition to employees and staff of various companies. This is accomplished through providing different training levels.

Trainees' ID Card

Admission and Registration issues a trainee' identification card as proof that a trainee studies at BTI. According to BTI rules and regulations, trainees should have the ID at all times, while the examinations rules do not allow any trainee to enter the examinations hall without his/her ID Card. Lost ID cards can be replaced at a nominal charge. Application should be made at the registration counter in Building 7 during the normal working days from 7:30 am to 6:30 pm.

Counselor

A counselor from vocational Guidance & Counseling division is allocated to each trainee all through his/her training programme to monitor his/her training at BTI, and to assist in resolving any obstacles and difficulties he/she may face during his/her training. The counselor shall organize guidance sessions, individual or group, in the classes so as to provide advice, guidance and awareness on the rules and regulations of BTI. In addition to that, the counselor holds special sessions for low level trainees and all trainees with high absent hours. This aims to motivate them and increase their awareness to study harder and increase their achievement.

For more inquiries, you may contact Counselors offices in building 7 during working hours from 7:30am to 15:30pm

Equal opportunities

All trainees will have equal opportunity to access BTI qualifications, assessments and related products and services and qualifications will be awarded in a way that is fair to every trainee.

Safety and Security

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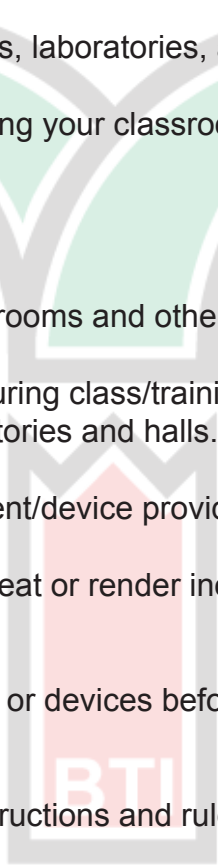
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 6. Clean your workplace including your classroom, workshop and laboratory after work is complete.
 7. Do not smoke in buildings.
 8. Do not eat and drink in classrooms and other training areas.
 9. Do not use mobile phones during class/training sessions and examinations in classrooms, workshops, laboratories and halls.
 10. Do not misuse any equipment/device provided for health and safety.
 11. Do not remove, bypass, defeat or render inoperable any safety device installed in equipment or machinery.
 12. Do not use any equipments or devices before listening to a detailed explanation from your trainer.
 13. Be sure to follow all the instructions and rules of safety and security.
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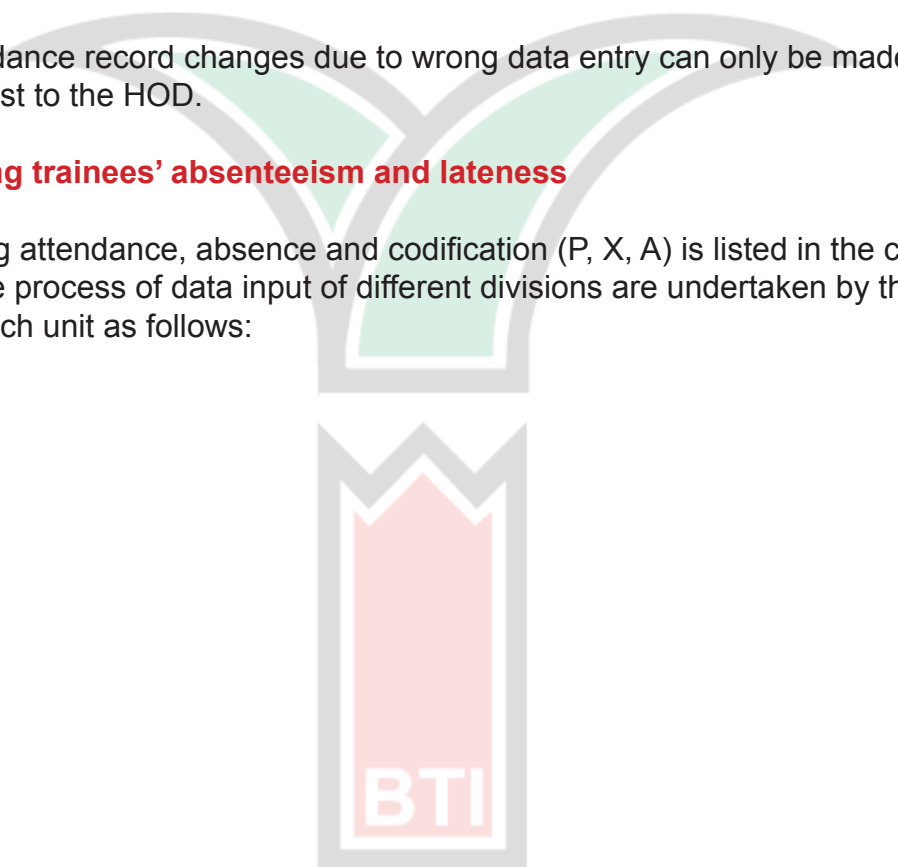
Attendance, Absence and Withdrawal

Rules have been set as part of the BTI plan to instill discipline so as to ensure maximum use of BTI capabilities by the trainees on theoretical and practical training in the classes.

- Trainees need to be in class 5 minutes before the start of the session.
- Attendance will be taken on the time the class start. Trainees entered after the time of class 10 minutes late, will be marked absent.
- All attendance records, including absenteeism will be entered in the E-attendance system.
- E-attendance record changes due to wrong data entry can only be made by written request to the HOD.

Recording trainees' absenteeism and lateness

Recording attendance, absence and codification (P, X, A) is listed in the class lists where the process of data input of different divisions are undertaken by the trainers for each unit as follows:

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BTI

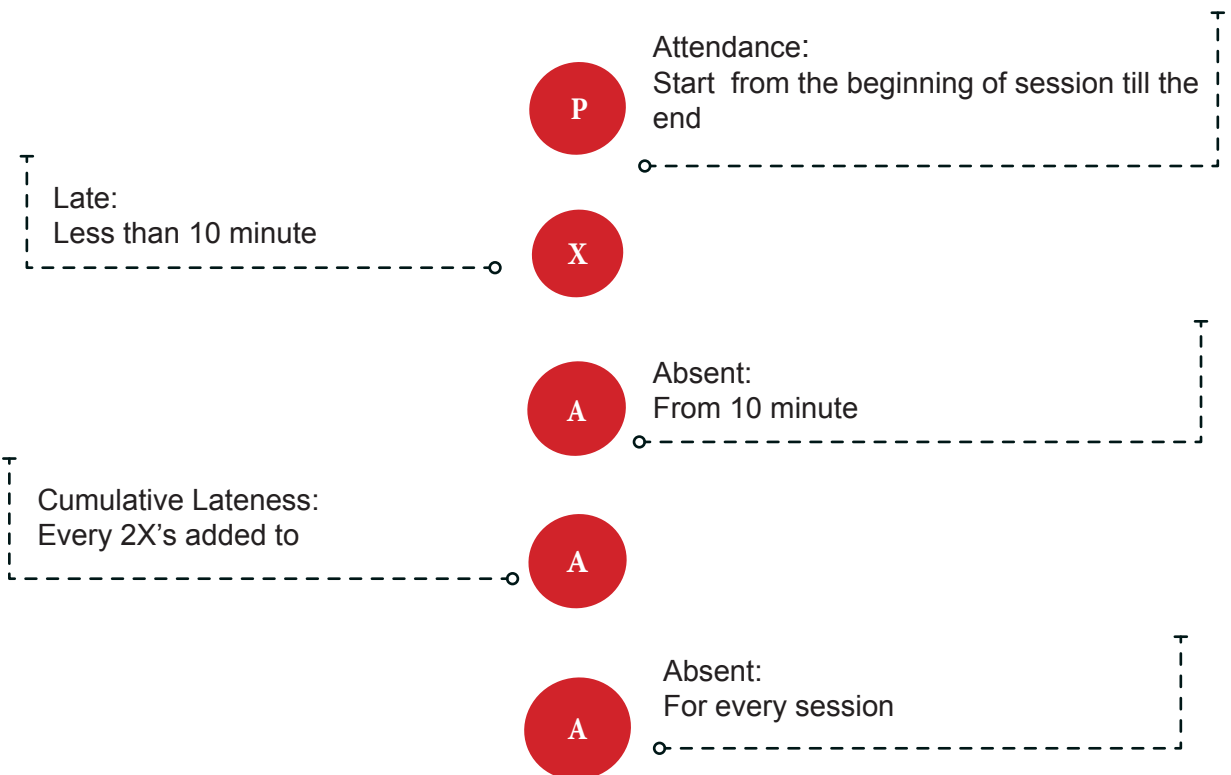
Symbol	Period	Recording attendance & absence
P	Start from the beginning of session till the end	Attendance
X	Less than 10 minute.	Late
A	From 10 minute.	Absent
A	Every 2L's added to	Cumulative Lateness
A	For every session	Absent

Absence Warning

The trainee is personally responsible for following his/her absence record; BTI provides the following up of attendance and absences service through its website (<http://www.moedu.gov.bh/bti/default.aspx?lang=ar>) which functions as follows:

1. Enter the BTI website (<http://www.moedu.gov.bh/bti/default.aspx?lang=ar>)
2. Click on Trainees, enter your Trainee number and your Personal number in the space provided at the site and then press (sign in).
3. At this page you would be able to see the attendance record, transcript record and the timetable for the current registered semester...ect.

BTI



The trainee will be notified about his absence sessions through BTI website where the warning quota absent will be as follows:

First Warning

The first warning will be issued to all trainees whose absence hours reach 10% and above in the unit in every semester.

Second Warning

A second warning will be issued to trainees whose absence hours reach 15% and above in the unit in every semester.

Third Warning

A third warning will be issued to trainees whose absence hours reach 20% and above in the unit in every semester.

Third Warning

A third warning will be issued to trainees whose absence hours reach 20% and above in the unit in every semester.

WF warning

A WF warning will be issued to trainees whose absence hours reach 25 % and above in the unit in every semester.

Compulsory withdrawal from the unit

1. If a trainee's absence exceeds 25% of the total training unit hours with an acceptable excuse he/she will be given the grade of WA for the unit and will not be allowed to continue any classes. He/she has to reregister for the unit during the next semester. The GPA of the trainee will not be affected.

2. Trainees may withdraw with the grade "WE/WP", provided that withdrawal is from ALL units s/he is registered for and not for some of the units. The "WE/WP" grade is given at least two weeks before the end of the classes for the following reasons:

- Health
- In case of an accident and/ or injury
- Death of a relative or first or second degree.

3. The trainee must present all documents submitted by a competent authority in the Kingdom as well as with the approval of the HOD and the Head of Admission and Registration Office.

4. If a trainee's absence exceeds 25% of the total training unit hours without an acceptable excuse s/he will be given the grade of WF for the unit and will not be allowed to continue any classes. He/she has to reregister for the unit during the next semester.

The Trainees' Obligation in case of Absence

1. A trainee is not exempt from any of the training obligations and commitments, and he/she must complete all the required assessments. Also, trainees should follow up any lessons missed with his/her colleagues.
2. BTI will not take the responsibility of arranging a "REPEAT" of any lesson missed regardless of the reasons for the absenteeism with or without an excuse.

Absence with valid reason from In-course Assessment

1. In case a trainee is absent from any in-course controlled assessments due to valid reasons he/she must submit a valid medical certificate or other documentation to the LIV/HoD for verification and approval. Note: the original documentation must be presented –no verbal excuses will be accepted.
2. If a trainee misses an assessment due to a valid reason, he/she will be given a "make-up" assessment. Assessors need to enter "i" into the system, which should be cleared before the final exam.
3. Where a trainee cannot provide a valid reason for absence, he/she will not be considered for a make-up and will receive the "F" or "Zero" grade.
4. To ensure its validity, the make-up assessment should be significantly different from the original assessment.
5. Make-ups for in-course assessments will be completed in the last week before the final exam.
6. Assessors need to ensure that all "i" cases are cleared before the final exam.
7. No changes of grades will be considered or allowed during the last week before the exam.

Conditions of receiving and accepting Excuse for In-course Assessments

The following conditions apply of receiving and accepting excuses for assessments:

- Excuses should be provided within three days after the assessment to the LIV/HoD (in-course assessments), presenting the original copy;
- Medical excuses issued by governmental hospitals and health centers are conditional of the physician's seal, the medical center seal and serial number;

- Medical excuses issued by private hospitals and clinics are conditional of the physician's seal and payment receipt;
- Absence due to death of a relative is conditional of a certificate indicating the trainee's relationship to the death person;
- Absence due to being part of a formal delegation in a sports/social event, the trainee need to submit relevant documents.
- Trainees should follow up for the acceptance or refusal of his/her excuse from the LIV/HoD;
- Trainees will be held responsible for not presenting an acceptable excuse for being absent for any in-course controlled assessment; and
- Sick certificates on the day of submission of assignments will not be accepted. Make-up exams for End of Semester

1.If a trainee is absent from the end of semester exam, he/she can refer to the Registration and Admission Division, which will decide whether or not to accept his/her excuse.

2. Valid written excuses for not attending exams should be presented to the Registration and Trainee Affairs Division within three(3) working days after the assessment. No verbal excuses will be accepted. Valid reasons include:

- a. Medical reasons
- b. Death of a relative
- c. Formal delegation

3. If the excuse is accepted, the trainee will be awarded a temporary "I" grade. The trainee will have opportunity to sit for the make-up exam during the following times:

- a First week of July
- b. Before the start of semester 2

4. The "make-up" exam paper will have the same format as the final exam, must be significantly different from the original assessment.

Official Withdrawal from Training

The trainee is considered as a formal withdrawal from the institute if he/she has finalized all the official procedures with the condition that he/she obtains the approval of the Admission &Registration Division. In this case a grade of WE or WP will be allocated to him/her in his/her transcript according to the below conditions:

Conditions for withdrawal with Excuse (WE):

1. WE is withdrawal from all registered units.
2. Withdrawal is permitted only for health reasons, accident/ injury, and death of a family member or first/second-degree relative.
3. Withdrawal must be filed not later than two (2) weeks before end of classes.
4. A duly accomplished clearance Form must be submitted with the original and photocopy of medical/death certificate.
5. WE will not affect the applicant's GPA.

Conditions for withdrawal with permission (WP):

1. WP is withdrawal from one or more units only.
2. Withdrawal must be filed not later than Week 10 of the semester.
3. WP will not affect the applicant's GPA.

Change of Grade

The "WA", "WE", "WF", "F" and "I" cases can be summarized as follows:

- a. Attending less than 75% of the unit sessions with a valid excuse (WA).
- b. Withdrawal from all units due to acceptable reasons (WE).
- c. Attending less than 75% of the unit sessions without a valid excuse (WF).
- d. Obtaining "U" grade in one or more of the Awarding Body Assessment and Grading Criteria (F).
- e. Absence from end-of semester exam or other assessment, if with a valid, approved reason (I).

Certification and Qualifications

BTI trainees may be awarded the following Awards, Certificates or Diplomas;

- a. BTI diplomas and certificates.
- b. Pearson BTEC Extended and Higher National Diploma (only if within 5 years from registration with BTEC for the programme).
- c. Other Awards, Certificates or Diplomas that are offered by BTI, alone or in coordination with other Awarding Bodies.

Unless otherwise specified, a trainee must:

- Complete all designated units
- Achieve the pass conditions for all designated units.

Credit Transfer and Recognition of Prior Learning (RPL)

1. Credit Accumulation

For the achievement of a specific programme, trainees have to comply with the mandatory and optional number of units required by awarding bodies and the mandatory units required by BTI.

2. Credit Transfer

Trainees with a diploma previously earned from a recognised educational institution are eligible to apply for credit transfer to qualify for credits towards specific units provided they obtain the set minimum grade in the placement test and pass a required interview (if applicable).

3. Appeal

3.1 BTI has the absolute right to decline or accept credit transfer to aspiring trainees based on the authenticity and sufficiency of presented evidences.

3.2 Decisions are final and applicants will not have a change to appeal against the findings.

4. Recognition of Prior Learning (RPL)

4.1 RPL is the process of assessing and accrediting the acquired knowledge, skills and capabilities of a trainee gained from formal, non-formal or informal learning against a set of criteria as specified in the unit/ qualification.

4.2 RPL to award credits for a part of a learning programme or full unit for which a trainee is registered.

5. RPL applicants

5.1 The following applicants qualify for RPL:

- An applicant who has completed formal learning in any recognized Educational Institution within GCC.
- An applicant who attended structured non-formal learning which includes learning and training activities in the workplace or voluntary sector and/or through community service programmes that did not lead to formal certification.
- An applicant who attended unstructured informal learning which was never intentional and gained through work-related, social, family hobby or leisure activities

and experiences.

- Trainees need to apply for RPL at least 2 weeks before the start of the semester.

Assessment Scheme and Grades Calculation

Transcript

A trainee's transcript is a record of all the units that the trainee has studied since his /her registration at BTI till the final training semester. These are listed in a serial according to training semesters with information about credit hours, semester average and accumulated average.

Awarding of Grades

Grade band	Description
Unsatisfactory/Fail (U/F)	Does not meet all requirements defined in the Awarding Body grading criteria.
Satisfactory/Pass (S/P)	Meets all the requirements defined in the Awarding Body assessment and grading criteria

1. BTI assessment practices will use the recommended Awarding body and QQA grading methodology, with emphasis on criterion-based assessment policy. However, the current dual system of reporting grades (Awarding body - Fail, Pass, Merit and Distinction) and BTI-letter grades: A to D/F and GPA) will continue to exist.

2. Assessments of non- Awarding Body units/ additional criteria shall be assessed according to an approved scoring rubric.

Awarding Body Grades

1. Awarding Body grades of Unsatisfactory/Fail (U/F), or Satisfactory/Pass (S/P) will be awarded for each grading criteria (GC). The grade descriptors are as follows:

2. Conditions for achieving the pass, merit and distinction at Unit level are as follows:

a. Conditions for Pass (P)

- Attend at least 75% of the unit sessions, a trainee who fails to satisfy this criterion will be awarded a "WA", "WE" and "WF" grade even if s/he passes all the Awarding Body Pass criteria.

- Achieve all Awarding Body Pass grading criteria, i.e., achieving a minimum “S” (Satisfactory) in each BTEC Assessment and Grading criteria.
- b. Condition for Merit (BTEC only)
 - Achieve all BTEC Pass grading criteria
 - Achieve a minimum of “S” (satisfactory) in each BTEC Merit grading criteria.
- c. Condition for Distinction (BTEC only)
 - Achieve all BTEC Pass and all BTEC Merit grading criteria
 - Achieve a minimum of “S” (satisfactory) in each BTEC Distinction grading criteria.
- 3. All assignments should be marked according to a marking/grading scheme, and team-marked wherever practical, to ensure consistency and fairness in the grading of trainees.
- 4. Assessors shall give feedback on the electronic system to all trainees according to the assessment and grading criteria. Feedback will indicate whether sufficient evidence was submitted or not.
- 5. Feedback to trainees on their grades shall only be given after internal verification.
- 6. Trainees who receive the “U” grade for any assessment and grading criteria in an assignment may be considered for resubmission (refer to resubmission conditions/assessment policy leaflet)

Progression for Continuing Studies

1. If the trainee GPA becomes less than cut-off GPA (CGPA) (1.75), s/he will be given a probation period for two semesters to improve his/her GPA. If s/he failed to improve the GPA towards the end of the second semester, then the trainee would be dismissed from the program.
2. If the trainee GPA becomes less than 1.00 s/he will be dismissed from the program.

Conditions to obtain Awarding Body Qualification

1. The trainee must achieve a minimum GPA of 1.75 to progress and graduate successfully from the programme.
2. To obtain Awarding Body Diploma a trainee should:
 - Achieve a minimum of a “Pass” grade for all units of the programme.
 - Attend at least 75% of all sessions for each unit.
 - Pass the final exam according to BTI requirements.

3. The trainee needs to complete all his/her requirements for graduation within 5 years from the date of registration.
4. If the trainee GPA becomes less than 1.00 s/he will be dismissed from the program.

BTI Grades

1. Assessment practices within BTI are based on the general principles of criteria-based assessments, where the desired Learning Outcomes (LO) and Assessment and Grading Criteria (AGC) for each unit are clearly specified, and assessment tasks are designed to indicate progress towards achieving the Los and AGCs.

2. Each BTI assessment criteria will be assessed according to a scoring rubric covering the following four domains:

- Knowledge and understanding (40% contribution);
- Application and skills (40% contribution);
- Generic problem solving and/ or effort (10% contribution); and
- Critical thinking and/ or presentation (10% contribution).

3. Each task/question will be scored out of 100% (according to the scoring rubric).

4. The overall score of the assessment will be 100% (will be automatically be calculated on the system).

5. Conditions for achieving the Pass, Merit and distinction at Unit level are as follows:

a. Condition for Pass

- Attend at least 75% of the unit sessions, a trainee who fails to satisfy this criterion will be awarded a “WA”, “WE” and “WF” grade even if s/he passes all the Awarding Body Pass criteria. In such a case the trainee is required to re-register for the unit.
- Achieve all Awarding Body Pass grading criteria,
- Achieve at least 40% in the final exam.
- Achieve a final grade (overall grade) of 50%.

b. Condition for Merit

- Achieve all Awarding Body Pass grading criteria,
- Achieve at least 40% in the final exam.
- Achieve an overall grade of 65%+.

c. Condition for Distinction

- Achieve all Awarding Body Pass grading criteria,
- Achieve at least 40% in the final exam.
- Achieve an overall grade of 85%+.

6. Assessors shall give comprehensive constructive feedback on the electronic system to all trainees according to the specific task/question, except where it is linked to the Awarding Body criterion.

7. Feedback to trainees on their performance shall only be given after internal verification on samples given to the IV.

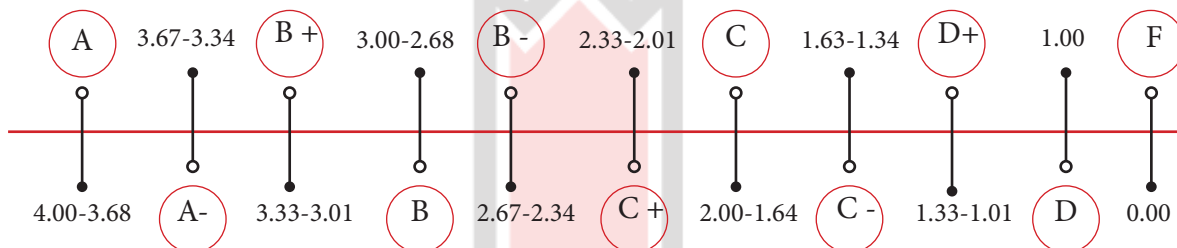
8. There will be no re-sits or 2nd opportunity to trainees who fail any BTI assessments.

Conditions to obtain BTI Qualification

1. The trainee must achieve a minimum GPA of 1.75 to graduate successfully from the programme.

2. To obtain a BTI Diploma a trainee should:

- Achieve a minimum of a “Pass” grade for all units/units of the programme.



BTEC grade calculation

Points range above pass grade	Grade
1300-1339	MPP
1340-1379	MMP
1380-1419	MMM
1420-1459	DMM
1460-1499	DDM
1500-1529	DDD
1530-1559	DDD*
1560-1589	DD*D*
1590 and above	D*D*D

- Attend at least 75% of all sessions for each unit.
- Achieve 40% in the final exam
- Achieve an overall grade of 50%.

3. The trainee needs to complete all his/her requirements for graduation within 5 years from the date of registration.

4. The BTI grades are as follows:

BTEC level 5 Extended Higher National Diploma

Point Range	Grade
0-74	Pass P
75-149	Merit M
150	Distinction D

Example: Achievement of merit, merit, merit qualification grade. A learner completing a 180 credit Edexcel BTEC Level 3 Extended Diploma achieves the required points required to gain a merit, merit, merit qualification point as shown in the table below:

Unit	Level	Credits	Grade	Grade Point	Points per unit = credit x grade
1	3	10	Merit	8	$10 \times 8 = 80$
2	3	10	Pass	7	$10 \times 7 = 70$
3	3	10	Distinction	9	$10 \times 9 = 90$
4	3	10	Merit	8	$10 \times 8 = 80$
5	3	10	Pass	7	$10 \times 7 = 70$
6	2	10	Distinction	9	$10 \times 9 = 90$
11	3	10	Distinction	9	$10 \times 9 = 90$
12	3	10	Merit	8	$10 \times 8 = 80$
15	4	10	Pass	7	$10 \times 7 = 70$
17	3	10	Pass	7	$10 \times 7 = 70$
18	3	10	Pass	7	$10 \times 7 = 70$
20	3	10	Pass	7	$10 \times 7 = 70$
22	3	10	Merit	8	$10 \times 8 = 80$
25	3	10	Pass	7	$20 \times 7 = 140$
35	3	10	Distinction	9	$10 \times 9 = 90$
36	3	10	Merit	8	$10 \times 8 = 80$
38	3	10	Distinction	9	$10 \times 9 = 90$
Qualification Grade		180	Merit		1410

Example: level 5 Extended Higher National Diploma

Examples of possible learner profiles of the best 75 credits at the level of the qualification or above. These tables fit both HNC and HND qualifications.

Unit	Credits achieved at each unit grade	Points per credit	Point Scored
Pass	30	0	0
Merit	30	1	30
Distinction	15	2	30
		Total	60
		Qualification grade	Pass

BTI Grading Methodology

BTI uses a system of letter grades in assessing the work of trainees. Points are determined for the final grade as shown in the table below:

Value		0.00	1.00	1.33	2.00	2.33	2.67	3.00	3.33	3.67	4.00
BTI Grade	I Make up	F	D	C-	C	C+	B-	B	B+	A-	A

Method of calculating Semester Grade Point Average (SGPA) & Cumulative Grade Point Average (CGPA).

SGPA and CGPA are calculated as follow:

- Every letter of rating is valued by certain points as shown in table above.
- These points are multiplied by the credit hours of the module.
- Points for all the training modules are calculated by the same method, and then added to calculate the total number of points for the semester modules.
- The total number of points is divided by the total credit hours of the semester to get the average value that ranges between 0.00 to 4.00.

The cumulative average is the result of dividing the total points that the trainee secured up to the last semester by the total credit hours for all the semesters.

BTI adopts two kinds of Grade Average:

- The Semester Grade Point Average (SGPA) which depends on the training modules completed by the trainee in the training semester.
- The Cumulative Grade Point Average (CGPA), which depends on all training modules completed by the trainee in the programme.

Unit	No. of credit hours	Grades	Values	Qualitative values
1	1	C+	2.33	2.33
2	2	B	3.00	6
3	2	A	4.00	8
4	1	A	4.00	4
5	2	B-	2.67	5.34
6	2	B	3.00	6
7	2	A-	3.67	7.34
total	12			39.01

Semester Grades (SGPA)= $39.01/12 = 3.25$.

NQF Grades

1. Assessment practices within NQF are based on the general principles of criteria-based assessments, where the desired Learning Outcomes (LO) and Assessment and Grading Criteria (AGC) for each unit are clearly specified, and assessment tasks are designed to indicate progress towards achieving the Los and AGCs.

2. Each NQF assessment criteria will be assessed according to a scoring rubric covering the following four domains:

- Knowledge and understanding (40% contribution);
- Application and skills (40% contribution);
- Generic problem solving and/ or effort (10% contribution); and
- Critical thinking and/ or presentation (10% contribution).

3. Each task/question will be scored out of 100% (according to the scoring rubric).

4. The overall score of the assessment will be 100% (will be automatically be calculated on the system).

5. Conditions for achieving the Pass, Merit and distinction at Unit level are as follows:

Condition for Pass

- Attend at least 75% of the unit sessions, a trainee who fails to satisfy this criterion will be awarded a “WA”, “WE” and “WF” grade even if s/he passes all the Awarding Body Pass criteria. In such a case the trainee is required to re-register for the unit.

- Achieve all Awarding Body Pass grading criteria,
- Achieve at least 40% in the final exam.
- Achieve a final grade (overall grade) of 50%

Other Training Programmes

In case of Non BTEC and other accredited programmes, the assessment, and the grading methodology to be followed will be as per the requirements of the specific awarding bodies.

Graduation Certificate

- All graduation requirements such as units – research papers – reports – unit examinations are to be completed within five years from the date of registration with the institute.
- After completing all the graduation requirements, the trainee is given a graduation certificate based on the model that is presented by the institute.

Appeals against awarded grades

1. If trainee disagrees with his/her grade, s/he can apply for a grade review at the Admission and Registration Division by completing the BTI grades Appeal, stating the grounds for the review request.
2. This application should be received within two weeks (10 working days depending on the academic calendar) of the date on which grades are posted on the BTI website.
3. A grade review fee will be payable. The fee is refundable if the complaint of trainee is upheld.
4. The Decision(s) from the review panel is final.
5. The Registration and Admission Division will publish the appeal grade once received from QA.
6. Regarding the Recognition of Prior Learning (RPL) decision, there is no appeal. Appeals regarding the conduct of the RPL process should be referred to the DG.

Examinations Instructions

Entry to assessment Venues and Commencement of Assessment

1. The trainees should make sure of the time, place of the exam and be present before start the exam sufficiently.

2. Trainees are allowed to enter the exam room only within 10 minutes prior to the scheduled start time of the exam, as doors will be closed on time to provide sufficient time for distribution of exam papers.
3. After distributing the exam papers, doors of the exam hall will be opened.
4. Trainees are required to bring all the necessary exam tools (pens, pencils, drawing tools etc...)
5. Trainees are required to leave their files, notebooks, books, briefcases, bags and coats etc. in plain view at the front or sides of the room beyond arm's length before trainees sit at their allocated place and to make sure that they do not carry anything with them related to the examined unit.
6. Mobile telephones and any other communications devices must be switched off and kept out of sight for the duration of the exam.
7. All Trainees should present BTI ID card or temporary permit slip from Admission and Registration office, trainees will not be allowed to sit for the exam without their ID.
8. Trainees should fill in the information related to the exam on their answer book and fill in all the required information on the questions paper.

During the Assessments (Controlled Assessment)

1. Trainees should read all the information and special instructions related to the examined unit.
2. No books, notes or any other material are allowed to be with the trainee during the assessment. All books, notes and other material must be left outside or in from the assessment venue.
3. No mobiles are allowed within the assessment venue. Trainees are requested to put their mobiles on silent and to put it away. No mobiles or bags are to be on the tables.
4. No trainee is allowed to leave the exam hall/room during the first thirty (30) minutes of the exam duration.
5. Invigilators should not provide explanation or translation of any question nor tips/ hints on their answers. They should not engage in length conversation with trainees.
6. Trainees are not allowed to transfer items such as erasers, pencils, calculators, etc.

7. All cases of disruption by trainees will be reported on the relevant form available with the Senior invigilator.
8. No trainee is allowed to enter the exam hall/room after the first 15 minutes of the exam duration unless the discretion of the Senior invigilator.
9. In emergency situations (fire, etc.), trainees should be instructed to stop writing, and to evacuate the hall according to emergency procedures.

At the End of Controlled Assessments

1. Trainees are not allowed to continue writing once the time is up.
2. All answer books and question papers will be collected by invigilators.
3. Exam rules will be valid from the beginning of the exam until it finishes.

Plagiarism, Malpractice, Cheating and Penalties

1. Plagiarism

1.1 Plagiarism is a form of academic misconduct and is seen as a form of cheating. It is defined as taking and using someone else's thoughts, writings and representing it as your own (e.g. using an author's words or ideas, without putting them in quotation marks without proper acknowledgement and citing the source, copying from another trainee's work ...).

1.2 Examples of plagiarism include:

- The inclusion of more than a single phrase from another's work without the use of quotation marks and acknowledgement of the source
- The summarising of someone's work by simply changing a few words or altering the order of the presentation without acknowledgement of the source
- The unauthorised use of ideas of another person without acknowledgement of the source
- Copying the work of other trainees, and submitting as the trainee's own work; and
- Copied and pasted from internet without interpreting and summarising.

1.3 All statements, opinions, conclusions, etc, taken from another author's work should be cited, whether the work is directly quoted, paraphrased or summarized. This applies even for copied diagrams, tables, pictures or illustrations.

1.4 Trainees should refer to all sources used as part of the assessment, using the Harvard Reference System (APA). Assessors need to ensure that trainees are

aware of how to make reference to sources used (Refer to Training Division for more information about Harvard Reference System).

1.5 Plagiarized/ copied work shall not be marked and trainees will fail the assessment. For BTEC assignments, trainees will not be allowed to resubmit the assignment and will have to reregister for the unit again. For BTI assessments, trainees will fail and will not be able to do the assessment again.

2. Malpractice by trainees

The following are regarded as trainee Plagiarism/Malpractices:

- Making a false declaration of authenticity (example, where the assignment was done by someone else);
- Misusing assessment material and resources;
- The inclusion of inappropriate, offensive or obscene material in assignments;
- Impression by pretending to be someone else in order to produce the work for another;
- Theft (where a trainee's work is removed or stolen), with the intention to pass the course work off as one's own;
- Fabrication of results and /or evidence;
- Failing to abide by the instructions or advice of an assessor in relation to the assessment rules, regulations and security;
- Cheating to gain unfair advantage;
- Plagiarism by copying and passing off, the whole or part(s) of another person's work, without appropriately acknowledging the source;
- Collusion by working collaboratively with others to produce work that is submitted as their own individual work;
- Disruptive behavior during an assessment session, including the use of offensive language;
- Cheating or trying to cheat during assessments, or assistance in assessments, assignments, research projects for graduation and disturbing assessment environment;
- Attacks or bad behavior against any BTI personnel or other trainees; and
- Any forgery of the BTI documents or using the forged papers. This also applies to electronic documents.

3. Cheating

3.1 BTI considers cheating as a serious misconduct. Cheating includes:

- Copying information from others or passing them to others;.
- Dishonesty in getting information and answers during the exam;
- Bringing in any written information either related to the examined topic or not;
- Using mobiles during an assessment or whatever purpose;
- Any talking (Arabic, English or any other language) during controlled assessment;
- Use of any non-verbal cues during controlled assessments;
- Dishonesty to get information related to the exams before holding them;
- Stealing exams;
- Overlooking or showing an answer sheet to another trainee;
- Starting the exam before permission is given or continuing writing after being told to stop at the end of the exam;
- Taking inside exam halls small notes, books or diaries to help any trainee in the exam. This includes information written on discs, calculators, paperback, electronic dictionaries or any other tools to be used for this purpose; and
- In addition to the mentioned above, the invigilator may consider any suspicious movement by the trainee inside the exam hall as a disturbance to the exam rules.

1.2 Trainees who are caught cheating during any controlled assessment will be requested to leave the assessment area.

1.3 In the occurrence of the above situation and controlled assessment disturbance, the trainer is expected to write a report and send it to the HoD (In-course assessment) and Administration and Registration office (final exam) for investigation.

1.4 If caught cheating, trainees will fail the assessment. In addition to that, the trainee will be given a written warning and will be deprived from fees exemption.

1.5 If cheating is being repeated, the disciplinary committee has the right to dismiss the trainee. In addition to the above measures, a letter indicating the taken decision will be sent to the employer or sponsored trainee.

- The trainee is considered failure in the assessment at which he/she was caught cheating and will be awarded Zero;
- His/her registration might be cancelled in the particular semester;
- He/she may be prevented from registering for the following semester;
- If the trainee is caught cheating twice in any unit during the period of registration, he/she will be dismissed.



Copy Centre	8C	مركز التصوير	Administration	1	الإدارة
Stationary Shop	8D	القرطاسية	IT Academy	2,5E	تقنيات الحاسوب والمعلومات
Health & Safety Division	8L	الصحة والسلامة المهنية	Commercial Studies Division	٣	الدراسات التجارية
Art & Design Division	9	الفنون والتصميم	Communication & Language Division	4	اللغات والاتصال
Civil Engineering Division	9A	الهندسة المدنية	Electrical & Electronics Division	5B, C, D-8F,G,E	قسم الكهرباء والإلكترونيات
Corporate Training Centre	10	مركز التدريب الخاص بالوحدات	Instrumentation & Chemical Division	12A-11G-5A	الألات الدقيقة والكيمياء
BTI Coldstore	12C	أسواق المعهد	Mechanical & Motor Vehicle Division	14A-11F-11A-6	الميكانيكا والركبات
Maintenance & General Services	15	الصيانة والخدمات	Registration & Admission		القبول والتسجيل
Learning Resource Centre	17	مركز مصادر التعلم	Guidance & Counselling		الإرشاد والتوجيه
Engineering	20	الهندسة	Main Hall	7A	الصالّة الرئيسية
Security	21	الأمن والسلامة	Trainee's Canteen	7	كافيتيريا المتدربين
Praying Hall & Trainee's Toilet	22	المصلى ودورات مياه المتدربين	Science & Math Division	8A-12I2-B	العلوم والرياضيات
commercial studies	25	الدراسات التجارية			

Telephone Guide

Department	Telephone
Safety & Security Division	17870935
	1787777
Guidance & Counseling Division Counselors' offices	17870 682
	17870 690
	17870685
	17870684
	17870686
Admission & Registration Division Counter front office	17870670
	17870922
	17870933
On job training Center	17870909
	17870913
	17870915
Learning Resource Center Counter front office	17870926
	17870925
Trainees' Activities Division	17809668