

**The Board of the Knowledge and Human Development Authority in Dubai
Order No. (3) of 2007 Concerning the Special Conditions for licensing Training
Institutions and Free Zone Training Institutions in the Emirate of Dubai**

The Board of the Knowledge and Human Development Authority in Dubai

- In accordance with Law No. (30) of 2006 establishing the Knowledge and Human Development Authority in Dubai,
- and with Article 12 of the Board of the Knowledge and Human Development Authority in Dubai Resolution No. (1) of 2007 Concerning Licensing of Private Educational Institutions in the Emirate of Dubai,

We issue the following Order:

Article 1

Definitions

For the purposes of implementing the provisions of this Order, and unless the context requires otherwise, the following words and terms shall have the meanings assigned to them:

“**State**”: the United Arab Emirates;

“**Emirate**”: the Emirate of Dubai;

“**Free Zone**”: any established free zone or any free zone to be established in the Emirate;

“**Authority**”: the Knowledge and Human Development Authority in Dubai;

“**Training Institution**”: every educational institute carrying on a training activity, programs and activities, including conferences, seminars and workshops that provide trainees with the opportunity to improve their information and skills for the purposes of enhancing their productivity or to provide them with capabilities to qualify them for a certain occupation or transfer them from one occupation to another, which is either:

- domiciled in the Emirate, or
- its principal domicile is outside the State and provides the training activity through centres, branches or through its agents in the Emirate;

“**Free Zone Training Institution**”: every educational institute carrying on a training activity, programs and activities, including conferences, seminars and workshops that provide trainees with the opportunity to improve their information and skills for the purposes of enhancing their productivity or to provide them with capabilities to qualify them for a certain occupation or transfer them from one occupation to another, which is either:

- domiciled in the Free Zone, or

- its principal domicile is outside the Free Zone and provides the training activity through centres, branches or through its agents in the Free Zone;

“Manager”: the principal, the head or the manager of the Training Institution or the Free Zone Training Institution.

Article 2

1. A Training Institution or a Free Zone Training Institution's license is issued to organisations involved in providing non- credited programs and training courses.
2. A Training Institution or a Free Zone Training Institution will be issued a license to perform the following activities or as determined by the Authority from time to time:
 - Professional Training Centre: A centre that provides certified training courses for a short period of time (not exceeding 6 months). This centre can provide training in various fields.
 - Vocational Training Centre: A centre providing specialized certified courses or technical skills and know-how that helps people in getting a job or qualifying for further training in that particular field.
 - Corporate Training: A centre offering training courses on a professional level concerned with workplace learning to improve performance.
 - Human Resource Development Centre: A centre specializing in human resources development activities. No recruitment and job placement is allowed.
 - Research & Development Centre: A centre that provides basic or applied research in conjunction with corporate or academic institutions.
 - eLearning Centre: A centre that will foster, deliver, and facilitate training through online or web-based technology.
 - Academic Service Provider Centre: A centre that promotes reputed & top ranked international universities and colleges, recruit and provide individual support to students. They provide student counselling and consulting services, necessary paperwork for student's admissions, paper work for travel, visa and accommodation. No classroom instructors services are allowed.
 - Management Development Centre: A centre providing specialized short and long term non degree programs on organizational and executive development in areas such as strategy, finance, operation, human resources and general management.
 - Testing Centre: A centre providing services to individuals and organizations to conduct tests on certification, aptitude, language proficiency, etc. and also providing assessment tools and solutions to organizations to enable them to conduct tests
3. Training Institutions or Free Zone Training Institutions shall be prohibited from performing the following activities:
 - Activities that are involved in trading.

- Providing services in sports treatment, health and clinical services.
 - Affiliation with universities or colleges to conduct diploma, foundation, undergraduate, graduate or doctorate programs.
 - Providing counselling, recruiting of students for studying in universities abroad.
 - Providing social research and development, history and cultural activities.
 - Providing special needs, social services and youth rehabilitation.
 - Conducting distance or online education program from institutes, universities or colleges.
4. The following shall be allowed to be performed by the Training Institution or the Free Zone Training Institution:
- Conduct professional training.
 - Issue course completion certificate.
 - Enrol trainees.
 - Use proprietary or standard course material.
 - Conduct training face-to-face or through other delivery methods.
 - Conduct training at appropriate locations with the required facilities.

Article 3

This Order shall come into force from the date of issue.

Chairman of the Board of Directors

Issued in Dubai on 25 / 11 /2007 G
Corresponding to 15 / 11 /1428 H