

# Training and Awards in Dubai

الجهة المانحة للمؤهلات في دبي  
Institutions  
مؤسسات  
في دبي  
Dubai  
تعليم مهني وفني  
Professionalism  
Awards  
فرص  
الحياة  
مدى  
QAD  
تدريب  
Students  
مؤهلات  
Technical and vocational education  
فرص  
Students  
مؤهلات  
QAD  
تعليم مهني وفني  
مدى الحياة  
Life-long learning  
مؤهلات

Offering Quality Assured Training  
Programmes in Dubai



[www.khda.gov.ae](http://www.khda.gov.ae)

Offering  
Quality Assured  
Training  
Programmes  
in Dubai

### What are quality assured training programmes?

Quality assured training programmes are non-credit bearing programmes that are designed, delivered and assessed by a training provider in accordance to their own needs and standards. They are not formally aligned to the National Qualification Framework (QF Emirates) and are not placed on any level within the framework. These programmes can be quality assured by the Knowledge and Human Development Authority (KHDA) through Qualifications and Awards in Dubai (QAD) to provide a third party assurance for the integrity of delivery and assessments of the programmes.

### What are the advantages of offering quality assured training Programmes?

There are number of advantages to offering quality assured programmes. They include:

- Obtaining a seal of approval for the quality of the programmes
- Enhancing competitiveness of training programmes
- Assuring employers and learners of the integrity of the programmes
- Getting certification issued by KHDA
- Obtaining valuable advice from QAD on continuous development of the programmes

### Who can apply for quality assured training programmes?

Any reputable organisation may apply to offer quality assured training programmes. This may include:

- National and local government departments and authorities
- National and local non-governmental organizations (NGOs)
- National and international private providers
- Higher education institutions
- Schools
- Training centres

### What does a provider need to have to offer quality assured training programmes?

To offer quality assured training programmes a provider must have:

- A valid commercial license and/or relevant authorities' approvals
- Any **educational service permit** approved by KHDA to offer training programmes
- Appropriate provisions to support the training programmes being offered
- Clear management structure, policies and procedures
- QAD approved training programmes
- **Quality Assured Training Provider (QATP)** status

## How does a provider apply to offer quality assured training programmes?

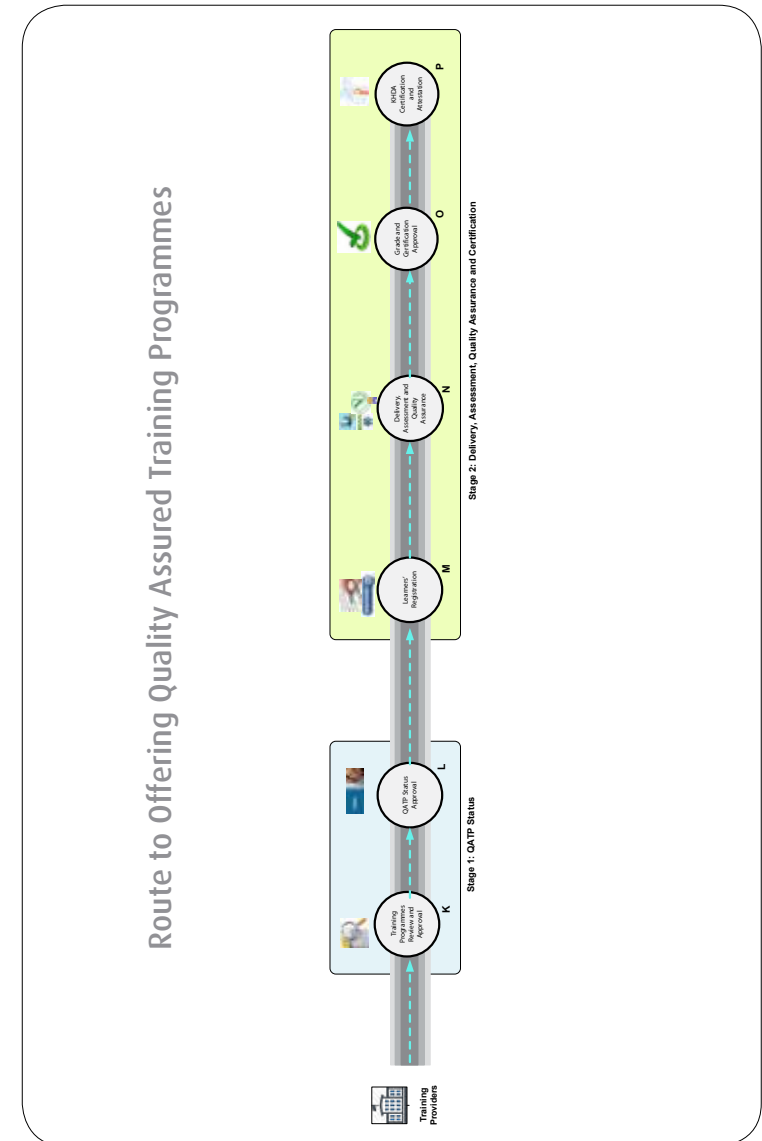
If you intend to offer quality assured training programmes:

- Start by emailing Qualifications and Awards in Dubai (QAD) to request an **Expression of Interest Form**
- Submit completed **Expression of Interest Form** to QAD
- Attend a meeting with QAD staff to discuss your proposal to offer quality assured training programmes. QAD will assess your expression of interest and will communicate its decision and plan with you the next course of action.

If there is an agreement to proceed with your application, you will need to:

- Complete the **Application for Quality Assured Training Provider** with all required documents to register as Quality Assured Training Provider (QATP)
- Submit training programmes details, training materials and assessments for QAD review and approval
- Obtain Quality Assured Training Provider (QATP) status approval
- Submit **Application for Advertising** to start recruiting learners
- Register learners with QAD
- Deliver, assess and internally verify the training programmes
- Meet QAD's quality assurance standards
- Apply to QAD to certify the successful learners
- Obtain QAD external verifier approval for certification
- Receive certificates from QAD

This process is shown on the diagram “Route to Offering Quality Assured Training Programmes”.



## How to obtain approval to offer quality assured training programmes?

All training providers will need to:

- Hold an **“Education Service Permit”** from KHDA
- Complete the **Application for Quality Assured Training Provider** with all required documents to register as Quality Assured Training Provider (QATP)
- Submit training programmes details, training materials and assessments for QAD review and approval (Process K on the diagram “Route to Offering Quality Assured Training Programmes”)
- Obtain Quality Assured Training Provider (QATP) status approval (Process L on the diagram “Route to Offering Quality Assured Training Programmes”)
- Register learners on QAD online system (Process M on the diagram “Route to Offering Quality Assured Training Programmes”)
- Deliver, assess and internally verify the programs (Process N on the diagram “Route to Offering Quality Assured Training Programmes”)
- Meet QAD’s quality assurance standards (Process N on the diagram “Route to Offering Quality Assured Training Programmes”)
- Enter grades on the QAD’s online system
- Apply to QAD to certify the successful learners (Process O on the diagram “Route to Offering Quality Assured Training Programmes”)
- Obtain QAD external verifier approval for certification (Process P on the diagram “Route to Offering Quality Assured Training Programmes”)
- Receive certificates from QAD (Process P on the diagram “Route to Offering Quality Assured Training Programmes”)

## What documents are needed to obtain approval to offer quality assured training programmes?

Providers will need to submit the following documents:

Documents required to obtain approval to offer quality assured training Programmes

Documents required to obtain approval to offer quality assured training Programmes	
1.	Completed Application for Quality Assured Training Provider Approval.
2.	True copy of commercial license or resolution or decree for establishment of the education provider.
3.	True copy of KHDA Education Service Permit
4.	Training programmes details, training materials and assessments.

## What are the obligations of Quality Assured Training Providers (QATP) in maintaining quality assurance standards for quality assured training programmes?

Quality Assured Training Providers (QATP) have to maintain and apply transparent systems, policies and regulations. QATPs have to ensure the quality of delivery and assessment of learners and maintain full compliance with QAD and KHDA quality requirements and criteria.

## How to apply for learner certificates?

All Quality Assured Training Providers (QATP) need to:

- Enter learner grades on QAD online system
- Obtain the external verifier approval to claim certificates for graduates (Process O on the diagram “Route to Offering Quality Assured Training Programmes”)

### Can providers issue their own certificates?

Providers can seek permission from QAD to issue their own certificates. QAD has the discretion to grant approval to well established providers who have outstanding quality assurance record. Such certificates will only be attested by QAD against an original certificate issued by QAD itself.

### How long will it take to complete the approval processes?

The duration required to grant approval depends on:

- The completeness and quality of information submitted by training providers and their individual circumstance
- The number of training programmes submitted for approval
- The type and nature of the training programmes
- The provider readiness to implement the training programmes

The duration for the training programmes approval process will normally take up to 10 working days for a single programme, if all the submission documents are in order.

Once training programmes are approved, the Quality Assured Training Provider (QATP) status approval can be processed within 10 working days.

Therefore all processes combined for high quality applications can take up to 4 weeks.

### What is the period of validity of the approval?

- Training programmes are approved for the period of their validity.
- Quality Assured Training Provider (QATP) status must be renewed annually and the renewal is subject to QAB recommendation on the basis of external verification reports.
- KHDA ESP must be renewed annually.

### How to seek help to prepare for offering quality assured training programmes?

QAD staff will always be happy to discuss your needs. They will advise provider on the requirements for offering quality assured training programmes and assist throughout the approval process.

### What are the costs of offering quality assured training programmes?

Costs will vary based on the service. Please consult with QAD staff for current costs.

## How to obtain more information about offering quality assured training programmes?

**For more information, please contact QAD at:**

Tel: +971 4 364 0000 or 800 KHDA (5432);

Email: [qualificationsandawards@khda.gov.ae](mailto:qualificationsandawards@khda.gov.ae);

Website: [www.khda.gov.ae](http://www.khda.gov.ae)