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|                         | <b>POLICY</b>                                                                      |                                 |  |             |
|                         | <b>TRAINING</b>                                                                    |                                 |  |             |
| Document No. POL/RT/006 | Rev:12                                                                             | Date Of Issue: 25 November 2025 |  | Page 1 of 7 |

**A. INTRODUCTION:** The Training Program has been conceived to address the professional development of the Centre's staff and to provide training for parents to follow a home-based intervention program that includes awareness, support, skill training aligned with the Centre Service Delivery Process (CSDP).

**B. PURPOSE**

1. To identify the training needs of specific staff based on the Training Need Analysis aligned with CSDP.
2. To analyze the impact of training and recommend the management on the required follow-up.
3. To depute identified staff to external conferences, courses, workshops and seminars.
4. To support parents to conduct intervention at home.

**C. SCOPE:** All staff, Internal and External Trainers, Parents

**D. INTERNAL AND EXTERNAL TRAINING:**

1. Training needs identification guidelines and appendices to be provided by R&T before the annual staff appraisal.
2. The training needs that are not mentioned in the appendix can be forwarded to the Program Leader -Research and Training by the Program Leaders before the end of the academic year
3. Training needs will be categorized into Transdisciplinary Approach Needs and Individual Staff Needs, with details on purpose, identification, implementation, and responsibilities provided below.

| Category       | Transdisciplinary Approach Needs                                                           | Individual Staff Needs                                                                    |
|----------------|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| <b>Purpose</b> | To support effective role expansion and role release within a transdisciplinary framework. | To enhance individual staff capabilities to perform their specific job roles effectively. |

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|                         |  <b>النور</b><br>مركز النور لتدريب وتأهيل أصحاب الهمم<br>TRAINING CENTRE FOR PEOPLE OF DETERMINATION |                                 |             |
|                         | <b>POLICY</b>                                                                                                                                                                          |                                 |             |
|                         | <b>TRAINING</b>                                                                                                                                                                        |                                 |             |
| Document No. POL/RT/006 | Rev:12                                                                                                                                                                                 | Date Of Issue: 25 November 2025 | Page 2 of 7 |

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| <b>Identification</b>   | Determined by senior management                                                                                                                                                                                              | Assessed and documented in the Employee Performance Appraisal Form (EPAF) by the supervisor*                                                                                                                                                              |
| <b>Implementation</b>   | These trainings will be scheduled and included in the official training calendar                                                                                                                                             | Staff members are responsible for identifying and completing the recommended training and informing the training department.                                                                                                                              |
| <b>Responsibilities</b> | <b>Senior management:</b> to identify the training<br><b>Training department :</b> To create the annual training calendar and organize the training<br><b>Staff:</b> To attend and complete the training as per the schedule | <b>Supervisor:</b> to identify the training needed for the staff during Employee Appraisal<br><b>Training department:</b> to record the need<br><b>Staff members :</b> are responsible for completing the training and informing the training department. |

4. Internal annual training calendar to be done based on Training Need Analysis in alignment to the Core Service Delivery Process and approved by the Director.
5. Individual Training needs of the staff to be mentioned by the appraiser in the employee development plan during appraisal and management recommendation for training aligned to adoption of new methodologies and best practices.
6. Staff to be deputed for external training based on the recommendation from the respective Program Leaders / HODs, availability of the training, budget and approval from the Director.
7. Staff members deputed for external training can opt out of the training by sending an email to RTC

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|                         | POLICY   |                                 |             |
|                         | TRAINING |                                 |             |
| Document No. POL/RT/006 | Rev:12   | Date Of Issue: 25 November 2025 | Page 3 of 7 |

8. Replacement staff can be identified based on the recommendation from the Program Leaders /HOD.
9. Staff members who have resigned are not required to attend external or internal training unless under exceptional circumstances, deemed otherwise by the Director.

#### E. Sponsorship of External Training

1. It can be fully sponsored by the Centre.
2. It can be partially sponsored by the Centre.
3. Training can be sourced as complimentary seats for the Centre.

#### F. Staff – Sponsored Training

1. All staff-initiated training to be notified to the RT and requests for external training should be forwarded by the HOD/Program Leader to the Program Leader - RT
2. Study Leave to be granted for training, and professional development programs aligned to the Al Noor CSDP and based on the Program Leader's recommendation and Director's approval.
3. Study Leave/ Unpaid leave may be granted for training programs not aligned to the Al Noor CSDP based on the Program Leader's recommendation and Director's approval.
4. Debriefing:
  - i. Mandatory: for unpaid and required study leave.
  - ii. Optional: for unpaid and not required study leave

#### G. Centre- Sponsored Training

1. Study Leave to be granted for Centre-sponsored external training
2. All training-related leave will be approved by the concerned Program Leader/HOD
3. Agreement and Debriefing: Mandatory

#### H. Study Leave

1. **Short Duration:** Study leave to be provided to the staff attending training during work hours with the approval from the Program Leader/ HOD

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|                         | TRAINING                                                                           |                                 |  |             |
| Document No. POL/RT/006 | Rev:12                                                                             | Date Of Issue: 25 November 2025 |  | Page 4 of 7 |

## 2. Long Duration:

- i. Long duration study leave can be granted to staff members pursuing certificate, diploma, under-graduate, post-graduate, doctoral studies and similar courses subject to recommendation from the concerned Program Leader , Program Leader -RT and approval from the Director.
- ii. Upon completion of the course of study, the staff member to submit the certificates to the HR (Executive) and RT.

## I. Training Cost compensation to the Centre :

1. Staff attending Centre sponsored training to provide services to the Centre for minimum of 3 years
2. In the event staff leave the employment has to leave before 3 years following pay back policy for the training attended will apply
  - i. Staff leaving before 1 year of continuous service, shall pay back the full cost of training
  - ii. Staff leaving before 2 years of continuous service, shall pay back 2/3<sup>rd</sup> cost of training
  - iii. Staff leaving before 3 years of service, shall pay back 1/3<sup>rd</sup> cost of training
  - iv. The contractual obligation will not apply to staff with a minimum of 5 years of continuous service at the Centre.
  - v. Exceptional circumstances to be considered upon the discretion of the Director.

## J. Induction Training:

1. Training of newly-recruited TDI team and promoted staff to be done on Al Noor Core Service Delivery Process (CSDP) by Program Leaders/ HODs of respective departments.
2. All the mandatory training to be conducted for new recruits and refresher for existing staff by the RT

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|                         | TRAINING                                                                           |                                 |  |             |
| Document No. POL/RT/006 | Rev:12                                                                             | Date Of Issue: 25 November 2025 |  | Page 5 of 7 |

**K. Self Learning:** The Centre is committed to facilitate continuous professional growth and self-directed learning among all staff members. It ensures that staff remain informed about current evidence-based practices within their respective fields, thereby enhancing the quality of interventions and services provided to students and clients. It also aims to strengthen the alignment between individual professional development goals and the Centre's overall mission and vision.

**L. Parent Training**

1. Parent trainings to be conducted based on the need obtained. The details of the trainings to be decided by the HOD/Program Leaders in consultation with the Director.

**M. Transfer of Training:**

1. Based on the external debriefing, transfer of training to be done as decided between Program Leader- RT and the respective Program Leader
2. For transfer of trainings video-recording of trainings conducted by external trainers at the Centre shall be done. The technical support for recording and related requirements to be done by the IT Admin in coordination with RT dept.

**N. Evaluation of Trainings:** Staff trainings shall be evaluated for effectiveness by conducting post-training quizzes, tests, feedback, case studies, practical demonstrations etc.

**O. Intra-Departmental/Unit Training:**

1. Intra departmental training can be conducted by the specific dept. /unit in coordination with RT Department if mentioned in the Training calendar
2. RT will schedule a day in the monthly calendar for debriefing external training in the departmental/unit based on the availability

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|                         | <br>AL NOOR TRAINING CENTRE FOR PEOPLE OF DETERMINATION |                                 |             |
|                         | POLICY                                                  |                                 |             |
|                         | TRAINING                                                |                                 |             |
| Document No. POL/RT/006 | Rev:12                                                  | Date Of Issue: 25 November 2025 | Page 6 of 7 |

## Appendix – Amendment History & Authorisation

| Revision No | Description of Change                                                                                                                                                                                                                                                                                                                           | Issue Date        | Authorised By |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|---------------|
| 00          | First Issue                                                                                                                                                                                                                                                                                                                                     | 24 October 2012   | Director      |
| 01          | Review & revision                                                                                                                                                                                                                                                                                                                               | 24 June 2013      | Director      |
| 02          | New Al Noor logo                                                                                                                                                                                                                                                                                                                                | 01 February 2016  | Director      |
| 03          | Addition of exceptions under the section of 'Study/conference sponsored by the Centre'                                                                                                                                                                                                                                                          | 22 February 2016  | Director      |
| 04          | Including the below in the policy-<br>• Training Need Identification guidelines and appendix to be used for identifying training needs<br>• The training needs which are not mentioned in the appendix to be forwarded to the Research and Training Coordinator in a separate list by the Coordinators before the end of academic year          | 30 May 2019       | Director      |
| 05          | Replace the Centre's logo in all QMS documents and revision of document codes                                                                                                                                                                                                                                                                   | 12 Aug 2020       | Director      |
| 06          | Replace the Centre's logo in All QMS documents <b>Except</b> HR, Accounts and SCR Documents.                                                                                                                                                                                                                                                    | 16 March 2021     | Director      |
| 07          | Addition of parent training in the section - Introduction and purpose<br>Addition of trainers in scope<br>Remove transport provision<br>Policy: Review of channel for Training need recommendation, addition of staff commitment post training, induction training, revision in sections transfer of training and intra departmental trainings. | 07 February 2022  | Director      |
| 08          | • Inclusion of a separate section on Training Cost compensation to the Centre: (Section 9)<br>• Formatting edits                                                                                                                                                                                                                                | 25 January 2024   | Director      |
| 09          | • Training Needs categorization: Transdisciplinary Approach Needs and Individual Staff Needs<br>• CSDP induction to be done by Coordinators/ HODs<br>• Intra-Departmental/Unit Training scheduling to be done based on availability                                                                                                             | 10 September 2024 | Director      |
| 10          | Replace the Centre's logo in All QMS documents Except HR, Accounts, SCR, FM and IT Documents.                                                                                                                                                                                                                                                   | 16 September 2024 | Director      |

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|                         | POLICY                                                                                                                                                                                                                     |                                 |  |             |
|                         | TRAINING                                                                                                                                                                                                                   |                                 |  |             |
| Document No. POL/RT/006 | Rev:12                                                                                                                                                                                                                     | Date Of Issue: 25 November 2025 |  | Page 7 of 7 |

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|----|--------------------------------------------------------------|------------------|----------|
| 11 | Replacing the designation from Coordinator to Program Leader | 12 December 2024 | Director |
| 12 | Addition of Self learning clause                             | 25 November 2025 | Director |