

OJT Rules and Procedures at ACT

From 2016/2017

Ministry of Manpower
Directorate General of Technical
Education
Al Musanna College of Technology
Students Affairs
Department of On the Job Training



Dears Students

If you are about to complete all graduation courses at level of diploma, advanced diploma or bachelor and should register for training you should follow:

First: Before starting training

1. Contact the training coordinator of the academic department in time of registration for training.
2. In the case one course remaining for completing study and would like to register for training. Registration is provided but the priority is given to students supplementing the all courses.
3. Apply the postponement procedure of semester accredited at admissions and registration department on student trainees.
4. The student should install his choices for places where they wish for training on the OJT registration form by contacting the training coordinator.
5. Trainees are distributed to training places, according to the conditions made by the donor for training and the academic department.
6. The coordinator or assessor of the department - before starting training - will define of a student for training rules, objectives, and desired training and procedures on health and safety required within the organization.
7. You should contact the training coordinator or OJT department to know the following:

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- How to full training manual.
- Name of training assessor from the college
- Name of Supervisor from the organization.
- Additional information on training.

Article (72) of the technical colleges bylaws apply in training and a decision for dismissal from the college must issue in the following cases:

- Absence for two consecutive weeks and not to attend the training program without an acceptable excuse.
- Not to come to the college for completing the rest of the training procedures for two weeks after the completion of the practical training.

Second: After starting training

8. The student has to commit toward the approved training plan by the donor organization for training and the college procedures.
9. The Student is responsible of all conditions, controls and procedures certified for the training and may not be invoked by not knowing the decisions issued to implement training procedures.
10. Student is not allowed to change the place of his/ her training whatever the reasons, unless the college deems necessary at that and take prior approval.
11. After starting the formal training program will does not count any optional training done by the student.
12. Students should enroll in the organization after the confirmation of the start date of training and receive contact so.
13. Go to the front desk in the organization and asked to meet the supervisor of the training or his representative.
14. Cannot re-enroll the student case as active after the start of training.
15. For success in training the students must complete 300 hours of training (8-9 weeks) and pass the assessment process.

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Third: After finishing training

16. Student should deliver training log book to the training assessor attached by report and provide a presentation about the nature of the work and skills gained during the training. Accordingly, the training assessor will analyze the training period, the knowledge, skills and professional competence acquired by the trainee and make suggestions for improvement and development.
17. The OJT coordinator will prepare a report of completing training. He/she will send copies of report to the Department Registrar and the Department of Registration and save a copy on OJT file.
18. The student will review the registration department directly to end release procedures and receive his/ her certificates and the other documents.

Fourth: Additional information

1. Who has one course remaining for completing any level of study can only apply for training during the first and the second semesters and does not allow them training during the summer semester.
2. The student monthly allowance increased during the training from 45 to 90 in the case of distribution in organization away from the college or residence, a distance of 50 km and more. Such case, the student requires to filling out the application form with the training coordinator.
3. Trainee gives the period of three months to complete the training requirements and the monthly allowance is suspended after the expiry of the specified period.
4. The trainee student should review the instructions booklet of training on the job to find out any additional information regarding the assessment.
5. During the training period, trainee student should adherence with ethics and rules of work and ensure compliance with the measures of security and safety.
6. Not allow stopping studying of any student at the Advanced Diploma or Bachelor for enrollment in training and that after five

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weeks of the beginning of the semesters first and second and two weeks after the beginning of the summer semester with the exception of what seen justification for approve by the college.

7. After approval of the request to stop the study and the lack of training opportunities, or inability to implement the training program for any reason whatsoever. Student status is converted to "postpone" if he/ she did not exhaust the postponement opportunities or "inactive" If he/ she exhausted full opportunities for postponement. Accordingly the student has a chance of starting their training during the next semester.

Fifth: Additional information

1. A student can apply for the training equation after the announcement of the final results and before the start of the formal training program (OJT), the student must be attached the following documents:
 - The original copy of training certificate indicating the period and the field of training.
 - The Attendance record certified by organization seal.
2. The training period must not be during any of semester.
3. Not equivalent to any training done by the student before the second year of the diploma level.
4. The field of training must be proportional with the student specialization, and completed 300 hours of training or more, whether in one or more of the institution.
5. The student has the right for training equation only once and in the case of re-entry cannot accept the application of the equation again at the next level.

Sixth: Optional Training

1. Optional training grants according to the following conditions:
 - Must be during the summer vacation for students in the second year of diploma or higher, and submit the application is in the fourth week of the summer semester.
 - Postponed students, who are in the training phase.

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- Students with (one course+ training) and they did not register in the lists of training during the semester.
2. Letter for optional training titled "To Whom It May Concern", without specifying any destination, with the exception of what the training department sees justified.

Seventh: Training Equation by employment contract

1. Employment contract accredits as a period of training, according to the following conditions: -
 - The organization is registered at the Ministry of Trade and Industry, is licensed to conduct business and continued in business in time of delivery the contract of employment for the purpose of the equation.
 - Deliver to the OJT Department the original copy of the documented and approved employment contract by the ministry of manpower.

■ With regard to the above we would like to inform you that board of the colleges of technology deans has approved the minutes of the first league meeting for the academic year 2016/2017, which was held on October 9, 2016. Its directing the concerned on the application of rules and procedures for OJT as a graduation requirement.