

Proposal

PNU Guidelines and Standards of Training

1: Training Document Specification

This document is concerned with the guidelines and quality standards of training implementation provided by the university to its followers and external entities, it also concerned with training that is provided by external entities to PNU's followers. As this document does not relate to the individual training followers of the university in external entities (Permanent specification of committee for Scholarships, Training, and Scientific Council) nor does it relate to training provided by university followers personally to external entities.

2: Definitions

University Name: Princess Nourah Bint Abdulrahman University.

Deanship Council: Deanship of Academic Development.

Internal Entities: Supportive colleges, administrations, and deanships.

External Entities: Governmental and private institutions.

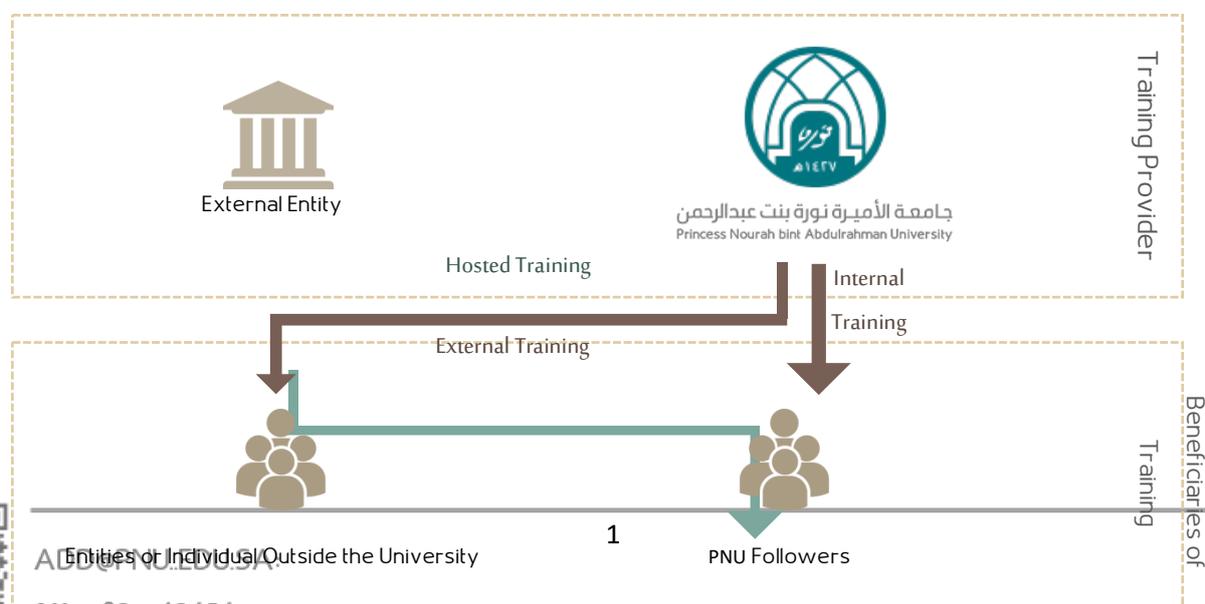
Internal Training Courses (Internal Training): It is any activity that meets the definitions and terms of the training course or program (in section 3). It is provided by the university to its followers.

External Training Courses (External Training): It is any activity that meets the definitions and terms of the training course or program (in section 3). It is provided from the external entities or even individuals whether from inside or outside the campus to non-university people.

Hosted Courses (Hosted Training): It is any activity that meets the definitions and terms of the training course or program (in section 3). It is provided to the university followers from external training entities and paid by the university.

(Quality Standards): it is a term that describes the ideal situation of training and its outputs. It was designed to help the training units to achieve effectiveness, efficiency, and continuous improvement in line with the beneficiary's aspirations and meet their training needs.

Illustration No (1) of Internal and External Training at PNU





3: Training Activities Definitions

Activity	Purpose	Participants	Duration	Evaluation of Skill Acquisition	Certificate	Leadership	Example
Training Course	Providing the trainees with one skill or more	Trainees with similar professional backgrounds	Not less than 6 hours	Yes	Pass	Trainer	Cardiopulmonary resuscitation Course (CPR)
Training Program	Providing the trainees with various skills that serve certain professional specialization through series of related training courses, as well as activities and assignments that detail these courses.	Trainees with similar professional backgrounds	Not less than 5 days	Yes	Pass and Completion	Supervisor	Executive Secretary Program
Workshop	Collecting feedback from participants for certain purpose through interactive activities.	Participant with similar or different background depending on the purpose of workshop.	Not less than 2 hours	No	Attendance	Facilitator	Strategic Plan Workshop
Lecture	Delivering certain information to the participants.	Participant with similar or different background depending on the subject	Unspecified	No	Attendance	Lecturer	Importance of Quality for Educational Institutions

The Deanship of Academic Development specializes only in courses and training programs. These courses and training programs are subject to quality standards in section 7.



4: The Purpose of Guidelines and Standards of Training

The guidelines and standards of training at PNU aim to raise the level of training through emphasizing on:

1. PNU's real need for the skills that are being trained on (Gap Analysis - Needs Assessment) and measuring this need with an accurate methodology.
2. Choosing the suitable people for training in terms of baseline skills and the nature of the actual work.
3. Ensuring the quality of training, so, the trainee can fully benefit from the training activities. This is done through improving the most important elements of training: trainer, content, methods of training, and ensuring skill acquisition through evaluation, measurement, and support.
4. Having a plan to allow the trainee to apply the skills that have been gained which is in interest of work. This also includes the mechanism to measure and monitor the immediate supervisor for applying and consulting support in post-training period.
5. Ensuring the highest return for financial and humanitarian investment of university in training its followers. (raising the efficiency of spending).
6. Enhancing the university's position as an academic and women's institution that advanced in training through organizing and improving the training presented to the external entities.

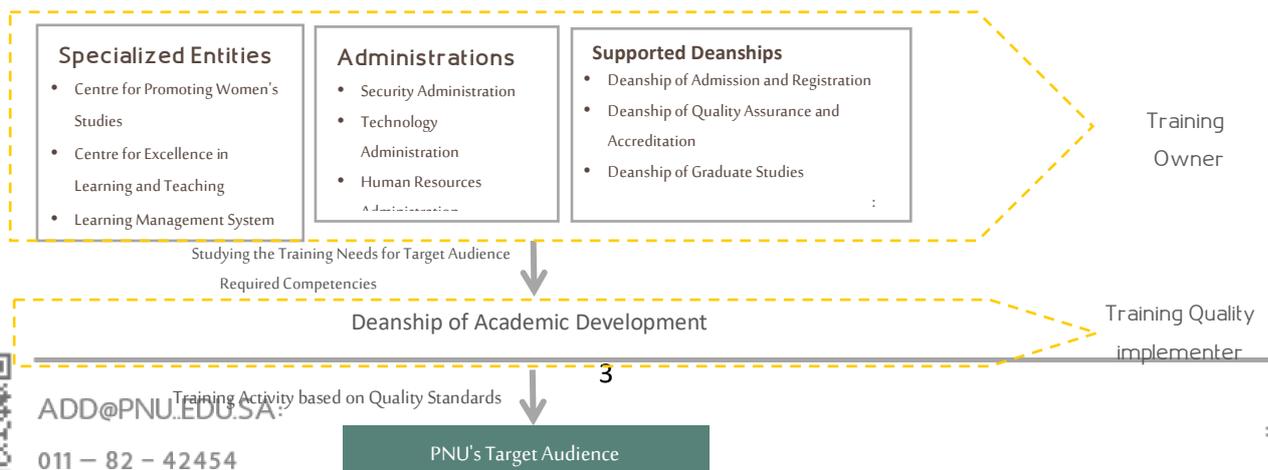
5: PNU Discipline of Training

Internal Training

Internal training (presented by PNU to its followers) is subject to the following:

1. Deanship of Academic Development is the only authorized to apply the internal training.
2. Deanship of Academic Development implement the training of administrations, supported deanships and other entities. As the entities that request the training called training owner.
3. The internal training subject to the 10 quality standards that detailed in section 7.
4. Training requesting, and CVs of candidates are submitted to the deanship council for approval.
5. Annual training priorities is determined according to the strategic plan and 2030 vision. As it is approved by the university council. According to these priorities, the university implement and spend on various training activities.
6. Monitoring the training as needed by the college or administration. It is not just for the specialization. As the required skills for developing the performance whether for educational member or leaders may not be covered by specialization especially with recent developments in educational and administrative process.

Figure No (2) illustration for PNU's Internal Training Process





External Training

External Training (Training that the university provides to external entities) is subject to the following:

1. External training is requested from colleges and various entities depending on the specialization of training requesting entity.
2. External training is subject to the quality standards (from 2 to 8) detailed in section 7.
3. The courses should relate to domains that suit the university position as women's all-round university.
4. When training fees are specified, the available and similar programs and fee-setting are studied, so, it must suit the average fee of the related courses without increasing and decreasing the real cost of these courses.
5. Deanship council's approval for specifies fees by the external entity.
6. Maintaining the university's identity as an academic, female, and prestigious institution in all the process of training.

Hosted Training

Hosted Training (Training that is provided from external entities to the university's followers with paycheck) is subject to the following:

1. Hosted training is requested from the various colleges and entities.
2. The courses should be specialized. There is no internal entity present these courses proficiently.
3. Direct relationship between the course content and nature of entity's work.
4. The approval of vice-president that requesting entity deals with.
5. Hosted training is subject to the quality standards (from 1 to 9) detailed in section 7.
6. Putting a plan to ensure implementation of training skills and to deliver knowledge by requesting entity for training.
7. The cost of the course should not exceed SAR 350 for trainee a day (without hosting, tickets, and residence). As the cost should count as the following:

$$\frac{\text{Course Cost without tickets, residence, and hosting/Duration of the session a day}}{\text{Number of trainees}}$$

Hosted Training can be implemented with a high price after the approval of the deanship council.





6: Why is the training implementation restricted to the Deanship of Academic Development?

Training activities have been restricted to the Deanship of Academic Development because of the following:

- 1. Deanship Specialization on these activities:** Training is the essential activity for Deanship of Academic Development, which gives it the opportunity to improve, organize, and implement training process in a way that other entities may not provide other specialized activities with the same quality as Deanship of Academic Development.
- 2. Deanship Experience on Training:** Since the establishment of Deanship in 1434, the deanship implemented more than 800 training activity, so, the beneficiaries become more than 26.000. This cumulative experience of deanship will contribute to establishing mechanisms and procedures to implement and improve the training flexibly and easily.
- 3. International Board of Certified Trainers – IBCT):** In late 2018, deanship got IBCT which evaluate the mechanisms of training, training environment and training quality standards. The IBCT increase the value of its certificate and support this suggestion to limit the external training through Deanship of Academic Development.
- 4. Supportive, legislative, and administrative Infrastructure:** The deanship has council for prerogatives and powers that support the quality, efficiency, and flexibility of training with membership of related entities inside and outside the university.
- 5. Supportive Infrastructure:** The deanship has supportive, technical, and spatial infrastructure for training, 9 modern classes, 3 computer labs, library, and supportive facilities for training. They are also working on comprehensive and technical system for training administrative.





7: (PNU's Training Quality Standards)

PNU Training Process is subject to the following standards to ensure the quality of training and efficiency of spending:

- 1 Training Needs Precise and systematic study preparation for training needs
- 2 Training Outputs Specifying Skill outputs of training course based on results of training needs study
- 3 Training Content Applicable, recent and precise content and achieve the training outputs.
- 4 Training Process Interactive process. It suit the target audience.
- 5 Trainer He/she is qualified for training.
- 6 Training Environment Establishing the necessary conditions to obtain an appropriate training environment for training outputs.
- 7 Evaluating the Trainees Collecting the precise feedback of trainees in all aspects of training.
- 8 Acquiring the skills Precise evaluation of trainees' skills acquisition that practiced on.
- 9 Impact of Training Establishing a plan to implement the acquiring skills and measuring its influence for work development.
- 10 Post-Training Support Providing advisory support for trainees after implementing the acquiring skills.

المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA





Standard		Standard Explanation	Standard Guideline	Measurement		Responsible Entity
1	Training Needs: preparing a precise study for training need.	This study specifies the cognitive competencies and skills that the training provide. As training requesting entities are committed to prepare study for training needs according to the need of institution needs (SWOT/Training Needs Assessment). This is done through mechanisms and standards approved by deanship council or be asked from the deanship to prepare the studying.	Specifying the required competencies to develop the skills of targeted audience according the results of concentration group of studying the needs or interviews – or brainstorming sessions, strategic plan or according to the university's direction or any evidence approved by the Deanship of Academic Development.	Quantitative	Qualitative How closely the needs correspond to the entity concerned plans and consistency with university's strategic directions.	Training requesting entity or Deanship of Academic Development based on entity's requesting.
2	Training Outputs: specifying skills outputs of the training course based on the	Training outputs describe the expected skills that the trainees should acquire at the end of the training course. The outputs are directly related to training	Specifying the outputs of training activity and connecting these outputs to the training program aims.	Outputs No (1-6 of every training course).	Training outputs describe the expected skills that the trainees should clearly and precisely	Training requesting entity or Deanship of Academic Development





	results of training needs.	needs and required competencies.			acquire and be evaluated and measurable.	
3	Training Content: precise, recent, applicable content and achieve training outputs.	A training content is an essential tool that maintain integrity of active training element. As the content is prepared based on training needs and outputs of required training. The content also should consider the accuracy, modernity, and high applicability at PNU or work environment of which the target group belongs.	Schedule that matches the sections and activities of the training content as well as the intended aims of training.		Scientific training material and training content of the program and schedule clarifies the connection of training content and activity to course outputs and aims. Scientific references - Digital library.	Requesting entity for training, entity that provide the hosted training or Deanship of Academic Development based on entity's request with cooperation with content expert.
4	Training Process: it is interactive and fit the targeted audience.	Variety of training activities. What distinguishes the training process is being practical, interactive, and fit the age, features, and skills level of the targeted audience.	Training plan that fit the training outputs and principals of adult learning.	Single interactive training activity for one target at least		Deanship of Academic Development with cooperation with the trainer.
5	Trainer: content qualified trainer. Deanship of Academic Development.	Recognizing the trainer's professional competencies about the provided training content as well as their professional commitments, responsibilities, experience on	-A trainer meets the required qualifications and skills according on approved disciplines from deanship council.		Deanship council evaluation of the trainer.	Deanship of Academic Development.





		training, and ability on various training mechanisms.	-Trainer experience on training (Years of Experience). - Trainer experience on a special field. - training experience of the trainer			
6	Training Environment: Create the conditions for an appropriate training environment that serves training outputs	Providing the necessary needs to facilitate the implementation of training whether for the trainer or the trainee. While ensuring the quality of movement, lighting, ventilation, furniture, Security, and safety based on the global standard.	-preparing the technical class based on global standards. -organizing the training class as the trainee's desire -the capacity of class with respect to the number of trainees based on the global standards. training needs for trainees according to the form of training needs.	Measuring the satisfaction of the trainees about the training place. Measuring the satisfaction of the trainer about the training place and needs provide.		Deanship of Academic Development.
7	Evaluating the Trainees: collecting the precise feedback of all aspects of training from trainees.	The trainee evaluates all the services that provided to them from the beginning of training to the end with their support to apply the acquired skills.	Measuring the trainee's reactions of the training program through ways of collecting feedback, such as surveys and concentration session.	Results of trainee's evaluations of different training elements.		Deanship of Academic Development.





8	Acquiring Skills: a precise evaluation of how well the trainees acquired the skills they were trained.	The standard measures the achievement level of the certain skills that were acquired by the trainees during the training program through a pre- and post-assessment to determine the degree of skills acquisition and training knowledge.	Learning level measurement (pre-test and post-test).	Result of trainees' skills acquisition compared to the aims set for the training program.		Trainer Deanship of Academic Development.
9	Training Impact: A plan for applying the skills acquired in the work environment and measuring its impact on work development.	The trainee is obliged to develop a personal learning plan through which he draws the mechanisms and changes that he intends to change in his behavior and work based on what has been trained in the training activity. The various requesting entities for training are also obligated to prepare a simple executive plan that ensures the application of the skills acquired in the business interest. As the Deanship is committed to measure the	-Personal Learning Plan. - (Operational Plan) Work entity put it to ensure that trainee practice his/her acquired skills in work development. - An impact measurement plan that includes opinion polls, concentration sessions and other ways to measure the impact of training on the trainee's side and then, the corrective action plan will be achieved.		A report in which the work entity has benefited from the skills acquired by the trainee and detailed this benefit. Corrective Action plan.	Trainees' entities Trainer and trainee Deanship of Academic Development.





		impact of the training on the entities in which the trainees work after the end of the training from 3 to 6 months depending on the type of training.				
10	Post-Training Support: Providing consultative support for trainees after the end of training in applying the acquired skills.	Providing an advisory support (such as instruction, guidance, and respond to inquiries) to continue the development process and define future development points.	-Various services and communication methods that allow the trainee to ask about any subject related to the skills acquired and how to apply them. -Workshops after the end of training to enhance skills acquisition.	The number of sessions, interviews, and inquiries for trainees after the end of program.	The extent of the trainees' satisfaction about the post-training support process. The extent of impact of the post-training support on improving training effectiveness through measuring impact (Standard 9).	Deanship of Academic Development Trainer

