



hakma.net
The Future of E-Learning

Guide to Accreditation of Trainers, Centers and Training Programs

Hakma E-learning Platform



This guide was prepared to support training centers and trainers who work in the field of providing training services by spreading a culture of excellence and enhancing commitment to quality professional performance. The standards of this guide apply to all training centers and trainers working in the field of consulting and training that wish to obtain accreditation for the Hikma educational platform, taking into account a set of important controls .

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What is accreditation?

Accreditation is a unified frame of reference that contains a set of pre-defined integrated components and elements (international measurement standards) for comparison with the observed performance of trainers and training centers. Accreditation begins with examining and evaluating the procedures of programs, curricula and services applied by trainers and training centers to compare them with the terms and conditions of accreditation standards and verify their compliance to ensure effective performance. Let's assume that trainers and training centers have the optimal ability to apply quality conditions and standards. In this case, we can give him approval to be accredited to carry out his duties and activities.

Accreditation derives its importance and value from controlling targeted performance and quality to achieve progress and apply modern systems and concepts. Accreditation is the best option to

ensure quality control of the outputs of training programs in all their components and fields and the possibility of continuing to develop them effectively to achieve the desired goals. Accreditation has a wide-ranging impact on the philosophy and goals of training providers and supports their mission and vision, both locally and internationally.

Accreditation gives trainers and training centers a global identity and brand that falls within the company's proven assets. Therefore, accreditation is an incentive to improve performance and services, stimulate excellence in programs, and reflects a real positive image of the extent of interest in international standards and commitment to the agreed-upon level of quality.

Accreditation body

"Hakma" is an independent learning platform licensed in under the number It adopts the Learning Management System (LMS), and combines the features of e-learning content management and empowerment. Academic institutions and trainers can provide their services in the educational system remotely, and provide a flexible and content-rich method for the largest possible segment of students of various nationalities. It also allows easy communication between teachers and students by providing several technologies that help exchange ideas and opinions and share scientific content, which helps achieve High quality educational outcomes.

Why is adopting Hakma better?

- Hakma continues its studies and research to develop accreditation standards and systems to remain prosperous, diversified and reliable and to maintain continuous improvement in the performance and results of services and programs to achieve its desired goals.
- Hakma accreditation covers all accredited international programs (accreditation of training materials - accreditation of trainers and training centers - accreditation of trainees) with flexible mechanisms and appropriate issuance fees.
- Hakma provides advice to its members and establishes interconnected professional relationships between members at the international level to exchange information and experiences and develop agreements and partnerships.
- Wisdom supports its members to achieve the high capabilities and quality assurance they need in their records and systems to raise performance, increase efficiency and improve the quality of working life.

- Hakma has developed screening and evaluation programs through which our members are linked with experts to obtain accreditation through easy and quick procedures during the evaluation process.
- Hakma allows its members the rights to use its trademark on their websites and include it in their advertisements to promote and market their programs to attract large numbers.
- Hakma helps graduates obtain internationally accredited certificates after ensuring that they meet the standards of training programs that qualify them to occupy prestigious jobs.
- The possibility of holding joint conferences, events, workshops and programs around the world with accredited members.
- Hakma's Privacy Policy does not allow any data to be shared with third parties, and this includes all of our dealings.
- Hakma grants its members the right to request the issuance of certificates for their trainees.

Entities benefiting from accreditation

- Training and education centers (vocational)
- Universities and schools
- Continuing learning centers
- Faculty development centers
- Centers for professional studies
- Associations and federations
- Independent trainers

Advantages of accreditation

- Accreditation is the real indicator of achieving optimal standards and requirements for quality in training and education.
- Accreditation increases the level of confidence of society, institutions, and trainees in trainers and training centers.
- Accreditation enhances professional, managerial, business and personal value.
- Accreditation provides an official certificate confirming international recognition and an addition to the official website of the Hikma platform.
- Accreditation puts trainers and training centers ahead of the competition by providing high-quality training solutions.

- Accreditation helps in promoting and marketing training and learning services and attracts many clients and trainees.
- Accreditation allows certificates to be requested for trainers and training centers after they successfully pass the programs.
- Accreditation demonstrates the extent of commitment and excellence, which creates opportunities for cooperation and participation with their peers.
- Accreditation helps explore new markets and cultures and qualifies participants in international programs.

Accreditation objectives

- Accreditation gives trainers and training centers a distinct identity, status and reputation that guarantees the agreed upon level of quality.
- Accreditation unifies the systems and programs of trainers and training centers and maintains their quality and continuous development.
- Accreditation ensures a balance between the independence of trainers and training centers and serving the interests of society.
- Accreditation is a prerequisite in many cases for training and learning.
- Students join a training provider accredited by a global accreditation body to be confident that the training is on the right track to effectively achieve their goals.
- Accreditation supports credibility, ensures accountability, and maintains training results within established standards.
- Accreditation supports certificates issued to graduates to be acceptable for employment and promotion.
- Accreditation is concerned with all its aspects and components, such as buildings, equipment, training methodology, quality of performance, and others.
- Accreditation stimulates continuous self-evaluation to improve and develop quality, enhance strengths, and repair weaknesses.

Types of accreditations

Types of accreditations		
Number	Type	Description
1	Accreditation of training centers	Accrediting training centers means meeting the optimal standards, indicators and evidence in the components of the training provider (legal and administrative form), including licenses, management, programs, trainers, employees, training halls, facilities and services, to measure the extent of the center's effectiveness in achieving the goals with the required quality.
2	Accreditation of training programs	Program accreditation ensures that the quality of programs and their conformity with specified international standards is ensured through examination, review, evaluation, design and organization techniques, and suitability to suit the awarded certificate. Its accreditation criteria vary according to the type of program, the quality of its inputs and outputs, and its teaching methods.
3	Accreditation of independent trainers	Professional accreditation for trainers deals with the quality and qualifications of the people responsible for managing training centers and those responsible for providing training, and aims to exercise commitment in implementing legal regulations, rules and protocols to maintain ethical and professional work, competence, knowledge and method in providing information and safety of interaction with recipients, to ensure the creation and development of the best experiences. Training according to the best studied standards.

Accreditation requirements

Accreditation requirements

Number	Type	Requirements	Documents required
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1	Accreditation of training centers	➤ Official registration: The center must be officially registered according to the system of the country in which it operates, and be present on the ground, and have an address and logo. ➤ Experience: The center must be specialized in the field of training and have a previous record in the training sector, whatever its field.	➤ Commercial registration or license. ➤ A profile of the center or a report with technical and administrative specifications. ➤ Pictures of the center and halls. ➤ The center's logo. ➤ CV of the center director. ➤ Evaluations of the center (if any). ➤ Submit a request to the platform. ➤ Payment of fees.
2	Accreditation of training programs	➤ Methodology: The training program in the centers must be designed according to specific methodological and scientific rules that help them meet the purposes of the trainees and the center, and thus achieve the ultimate goal of the training with great care. ➤ Effectiveness: The extent to which the program is able to achieve the specified training objectives and develop the performance of the trainees. ➤ Diversity and multimedia: Relying on a variety of media, such as text, images, and video, to provide a rich learning experience, which helps achieve goals more strongly.	➤ Content of the training program. ➤ Program exam form. ➤ Program inputs and outputs plan. ➤ Program evaluations (if available). ➤ Licensing the center that owns the program. ➤ CV of the program trainer. ➤ Submit a request to the platform. ➤ Payment of fees.
3	Accreditation of independent trainers	➤ Certification: The trainer must have certificates of passing training courses in the field of training in which he wishes to be certified for at least 50 training hours. ➤ Experience: The trainer must have trained in the chosen field of training and has at least one training portfolio in	➤ Training certificates. ➤ CV. ➤ A formal personal photo. ➤ Identity document. ➤ Academic qualification. ➤ Certificates of experience or participation (if any). ➤ Trainer evaluations (if available).

this field.

- Submit a request to the platform.
 - Payment of fees.
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Accreditation procedures

Accreditation procedures

Sequence	Stage	Description
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1	Self-evaluation	Self-evaluation of trainers and training centers is the starting point for approval and acceptance of accreditation. It is a factual report that must be accurate and subjective. It identifies the strengths, weaknesses, opportunities and challenges that trainers and training centers face to initiate reform and change and is considered evidence of diligence and commitment to international accreditation standards.
2	Submit the initial application	Once the trainers and training centers are selected for the accreditation program, the platform's accreditation application must be filled out, answered accurately and sent to us, followed by the list of required documents and the documents that our team uses to verify the legal and administrative form.
3	Review the application and documents	Within five working days after submitting the application and all supporting documents, our team will contact the trainers and training centers to clarify the accreditation application and its attached files.
4	Evaluation committee examination	The competent committee examines the licenses and evaluates the documents of trainers and training centers to evaluate the extent to which the accreditation application adheres to our standards. The committee submits a report indicating approval or disapproval, and an official letter is sent to the trainers and training centers explaining the committee's report.
5	Approval	After the committee's approval, an official letter of acceptance is sent to the trainers and training centers, according to which they must pay the prescribed fees according to a regular invoice. This procedure is followed by issuing the certificate and sending it to the trainers and training centers, and the accreditation certificate is activated on the platform's official website as an accredited trainer or training center.
6	Auditing and follow-up	Certified trainers and training centers adhere to our standards and procedures to ensure consistency of accreditation status. To ensure this, we will conduct periodic checks on accredited trainers and training centers to verify that they are applying the best training and development practices to maintain the

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Renewal of accreditation

accreditation status granted by us.

After the end of the chosen accreditation period, trainers and training centers receive a note renewing accreditation, with a request to fill out a form confirming the maintenance of the standards recognized by us.

Benefits of accreditation

Benefits of accreditation	
Type	Benefits
Accreditation of training centers	➤ Reliability and certification from a British international platform ➤ Certified accreditation certificate ➤ Activate the certificate on the platform's website with a unique number ➤ Free use of the platform's logo on the website, advertising campaigns, and business cards ➤ Joint and paid cooperation on training joint programs ➤ Marketing on the platform's website and platforms
Accreditation of training programs	➤ Reliability and certification from a British international platform ➤ Certified accreditation certificate ➤ Activate the certificate on the platform's website with a unique number ➤ Paid use of the platform's logo on training program certificates ➤ Activating the certificates issued by the program on the platform's website ➤ Marketing on the platform's website and platforms
Accreditation of independent trainers	➤ Reliability and certification from a British international platform ➤ Certified accreditation certificate ➤ Activate the certificate on the platform's website with a unique number ➤ Free use of the platform's logo on business cards ➤ Paid use of the platform's logo on the certificates granted by the trainer ➤ Joint and paid cooperation on training joint programs

Accreditation fees

Accreditation fees			
Type/Duration	1 year	3 years	5 years
Accreditation of training centers			
Accreditation of training programs			
Accreditation of independent trainers			

Our partners

To guarantee the training and education service providers accredited by us the best service according to the highest international quality standards, we are proud to cooperate and partner with the best entities working in the field of business, education, training and quality measurement, namely the Arab Society for Public Relations and the United International Company for Quality and Measurement Limited.

- **The Arab Public Relations Association (ARPO)**, a purposeful gathering to create an organizing entity for Arab public relations specialists, to be the leading incubating network for them, which works to combine efforts and advance work professionally, to reach its goal of enhancing communication and applying the ethical practice of the public relations profession, and benefiting and benefiting. For every member, supporter and interested person. It is an association licensed in the United Kingdom with registration number 14871178, and registered in the United Kingdom Register of Educational Service Providers under number 10095310. It holds several certificates in quality systems from the United International Company for Quality and Measurement to grant international ISO certificates.
- **United International for Quality and Standardization Limited** is a leading company in the field of quality management and standardization, providing certification services to its clients in various industries and sectors. It was established by a group of experts in the field of quality management and global competitive standards and was created as a global group licensed under the number 14815682 and issued by Companies House Cardiff on April 13, 2023. The professional program of United Universal LTD always seeks to develop standards to protect customers from any possible errors and to improve the quality of products and services provided for them.

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