

COMPETENCE DEVELOPMENT SERVICES PORTFOLIO



**THE WORLD LEADER AND MOST TRUSTED
COMPETENCE DEVELOPMENT, SKILLSET ENHANCEMENT AND
PERFORMANCE ENRICHING CONGLOMERATE AT YOUR
DOOR STEP IN THE KINGDOM OF SAUDI ARABIA**

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The World is Possibility in People Performance & Business Management

Business Excellence and Management Consortium (BEMCON.co.uk) is a leader in facilitating business knowledge and skills through cutting edge education, training, business intelligence and industry led consulting services for more than 8 years. Operating in the United Kingdom since 2005, Key expertise allows us to identify trends ahead of the curve by responding quickly to market needs to bring global thought leaders and industry experts into the region, BEMCON is part of West London College of Business and Management Sciences, (<http://wlcbs.co.uk>), the leading international provider of specialist information and services for the academic and scientific, professional and commercial business communities.

WLCBMS and BEMCON are education, training, auditing and consulting house that believe in the power of self-improvement and professional development. Our trainings are designed to lead human capital development and innovation programs in collaboration with service providers, manufactures, research and development organizations in the areas of Management and Leadership, Sales and Marketing, Environment, Health & Safety, Productivity, Compliance, Customer Services, Communication Skills, Desktop Applications and Human Resource Management. WLCBMS and BEMCON training are dedicated to serving the business community worldwide.

We Provide high quality consulting services by highly skilled and experienced consultants who bring a wealth of corporate experience in the areas of:

1. Compliance to Quality to Productivity
2. Business Management to Corporate Excellence
3. Environmental Compliance and Environmental Management System
4. Occupational Health, Public Health, Workplace Safety and Industrial Security
5. Information Security and IT Services Management
6. Corporate Social Responsibility and Corporate Governance
7. Laboratory Quality Management
8. Food Safety and Security
9. Supply Chain Management and Supply Chain Security
10. Business Continuity Management
11. Energy Management
12. Aerospace and Automotive Management Systems
13. Business Risk Mapping and Risk Management
14. Processes and Product Validation and Compliance
15. Internal, Vendor, Supply Chain Audits and Inspection
16. Testing and Calibration
17. Human Capital Sourcing and Placement



WLCBMS

West London College
of Business & Management Sciences

1 SAFER

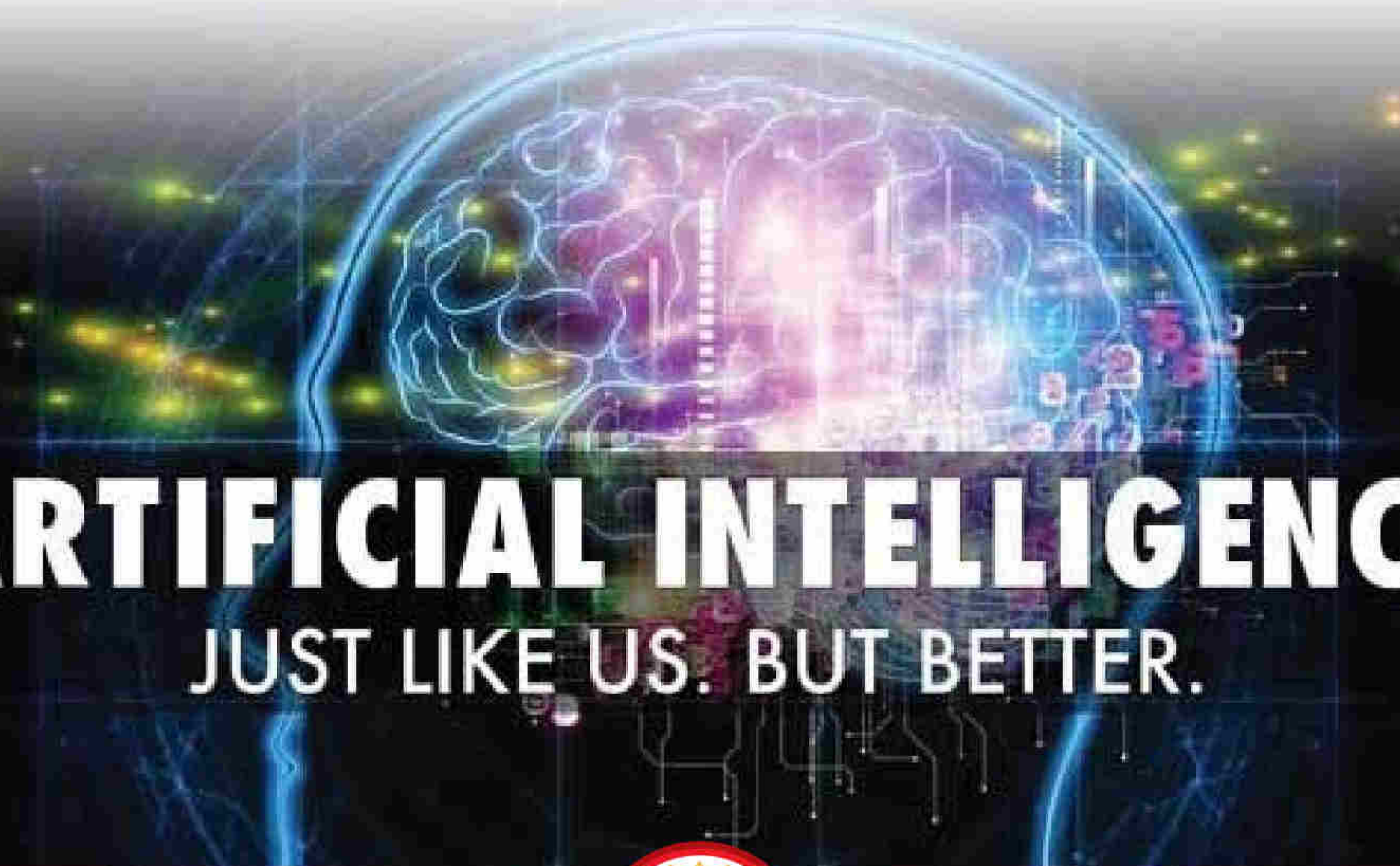
We drive a safety culture that prevents loss or harm to people and assets

2 SMARTER

We use expertise, our wealth of experience and our comprehensive global network to deliver superior results

3 INTELLIGENT

We provide intelligent business solutions and management strategies which lead you towards business excellence



ARTIFICIAL INTELLIGENCE
JUST LIKE US. BUT BETTER.

**"WE WILL BE THE MOST
RESPECTED INTERNATIONAL
TECHNICAL ADVISOR AND
TRUSTED PARTNER BY BEING
WORLD-CLASS IN ALL WE DO."**

WE WILL ACHIEVE OUR VISION:

- 1.** Through our unique combination of technical expertise, business understanding and client relationships.
- 2.** By drawing on our global network to grow and consolidate our reputation within all of our markets.
- 3.** Through our exceptional people, their creativity, ambition and drive.

**EMBRACE NEW SYSTEM
AND STANDARDS**

**INNOVATION WITH
CUSTOMER FOCUS**

**DELIVER RESULTS &
WIN THE TRUST**





We will be the most respected
International technical advisor
and trusted partner by being
world class in all we do



1. Safer

MISSION

2. Smarter

3. Intelligent

1. Embrace New System and Standards
2. Innovation with Customer Focus
3. Deliver Results & Win the Trust

VALUES

OUR BEHAVIOURS

1. Display high Integrity and honesty
2. Building relationships
3. Developing self and others
4. Seeking out Innovation
5. Powerful communication
6. Championing Change
7. Driving for results and manage performance
8. Applying thinking skills

CODE OF CONDUCT

Provides the ethical principles to all employees and supports in ensuring personal accountability

COMMITMENTS

1. To strive and exceed customer's legitimate expectations
2. To comply with regulatory requirements
3. To continually improve our processes and their results
4. To meet our mission's objectives
5. To be objective, impartial and independent
6. To invest in our people as our most valuable asset

Outstanding Service Excellence

BEMCON Services takes care to ensure we fully understand your organizational and personnel needs before we propose a solution. Unlike traditional training & consulting organization's we do not sell services, which may not meet your requirements. We provide practical solutions, which work and value for your organization. On top of this, BEMCON staff provides outstanding pre and post-delivery support service."

Full Service Provider

It is BEMCON Services policy to provide a full-service or one-stop shop solution to your organizational and personnel development. The variety of services and the competence that BEMCON do have globally and in KSA does not exist with any other training and consulting organization.

Global Reach with Local Convenience

Unlike traditional training & consulting organizations, who deliver their services in one country, domestic region or are limited to a specific country; BEMCON consulting and training solutions are delivered in each geographic region, major cities around the globe.

Flexibility

BEMCON and training solutions are available in publicly and in-house and we offer Accredited and Non-Accredited solutions. What is BEMCON and Training services Are you trying to say BEMCON Consulting and Training solutions or its only BEMCON Training Services is one of a few Training Organizations with the Capability to offer such flexibility.

Outstanding Value for Money

Most of BEMCON solutions are accredited with leading brands such as IRCA, CIEH, RSPH and Highfield United Kingdom. It is BEMCON Services policy to seek accreditation where it adds value to our clients. BEMCON Consultants and Tutors bring a wealth of industry specific knowledge and expertise with them so you can be assured that your valuable time is not wasted.

Competitive Pricing

BEMCON believes in providing Industry Standard and leading solutions at Can we use word marginal prices. In contrast with traditional Consulting and Training Organizations who charge a premium for their services, and / or include hidden and non- value costs in their fees, We have eliminated all non value-added costs from our services by managing and controlling all the costs in the value chain.



Food Safety & HACCP

Level 1 Award in Food Safety

- Half Day Training for new Food Handlers
- Qualification Titles are:
- Catering
- Retail
- Manufacturing

Level 2 Award in Food Safety

- One Full Day Training for all Food Handlers
- Qualification Titles are:
- Catering
- Retail
- Manufacturing

Level 3 Award in Food Safety

- Three Full Day Training for Supervisors
- Qualification Titles are:
- Catering
- Retail
- Manufacturing

Level 4 Award in Food Safety

- Five Full Day Training for Managers
- Qualification Titles are:
- Catering
- Manufacturing

Level 2 Award in HACCP

- One Full Day Training for all Food Handlers
- Qualification Titles are:
- Catering
- Retail
- Manufacturing

Level 3 Award in HACCP

- Three Full Day Training for Supervisors
- Qualification Titles are:
- Catering
- Retail
- Manufacturing

Level 4 Award in HACCP

- Five Full Day Training for Managers
- Qualification Titles are:
- Catering
- Manufacturing

MISC. Training Programs

- FSSAI Preventive Controls for Human Food
- ISO 9001:2015 Food Safety Conversion
- ISO 9001:2015 Food Safety Third Party Auditor
- ISO 9001:2015 Food Safety Implementation
- ISO 9001:2015 Food Safety Understanding Regs.
- ISO 9001:2015 Internal Auditor
- ISO 9001:2015 Root Cause Analysis
- ISO 9001:2015 Packaging Conversion course
- ISO 9001:2015 Packaging Understanding the Regs.
- ISO 9001:2015 Storage & Distribution Understanding
- ISO 9001:2015 Agents and Brokers Understanding

Food Safety Auditing & Inspection

- Level 3 Award in Effective Auditing and Inspection Skills

Food Allergen Management

- Level 3 Award in Food Allergen Management for Caterers

Soft Skill Training Programs

Management & Leadership

- Supervisory Management Skills
- Leading High Performance Teams
- Developing Management Skills
- Strategic Thinking & Planning
- Managing Organizational Change
- Creative Problem Solving & Decision Making
- The Fundamentals of Project Management
- Event Management
- Coaching for Optimum Performance
- Planning & Organizing Skills
- Level 2 Award in Conflict Management
- Level 2 NVQ Certificate in Team Leading
- Level 3 Certificate in Management
- Level 3 NVQ Certificate in Management

Sales & Marketing

- Your Sales Skills - The Key Elements of Successful Selling
- Advanced Selling Skills
- Key Account Management
- Negotiation Skills
- Advanced Negotiation Skills
- Managing A Successful Sales Team
- Essentials of Marketing & Preparing an Effective Marketing Plan
- Strategic Marketing Workshop
- Presentation Skills - Making A Powerful Impact On Any Audience
- Advanced Presentation Skills

Administrative Skills

- Office Management
- Professional Secretarial & Administration Skills
- The Perfect PA - For PAs & Executive Secretaries

HR Management

- Human Resource (HR) Management Skills
- Interviewing Skills - For Recruitment & Selection
- Train The Trainer - Group Training Techniques
- Writing Effective Job Descriptions & Person Specifications
- Writing Effective Policies & Procedures

Customer Service

- Customer Relationship Management
- Etiquette For Excellent Customer Service
- Improve Your Telephone Skills - How to Win & Keep Customers
- Customer Care & Telephone Skills

Personal Development

- Self & Time Management
- Stress Management
- Developing Effective Interpersonal & Communication Skills
- Assertiveness Skills (Dealing With Difficult Situations)
- Understanding Emotional Intelligence

Business Writing

- Writing For Business (Level 1)
- Writing For Business (Level 2)
- Effective Business Report Writing
- Taking Minutes of Meetings

Business Administration

- Level 1 Certificate in Business Administration
- Level 2 Certificate in Principles of Business and Administration
- Level 2 NVQ Certificate in Business and Administration
- Level 3 Certificate in Principles of Business and Administration
- Level 3 NVQ Diploma in Business and Administration

Finance

- Financial Awareness For The Non-Financial Person
- Fundamentals of Budgeting
- Bid (Tender) Management

Registration, Affiliations & Partners

 West London College of Business & Management Sciences WLCBMS			 Quality Assurance Agency for Higher Education		
					
					
					
					
					
					
					
					
					
					





Nesma نسما
& Partners وشركاهم

Atlas Copco

ORECO
OLAYAN

نما للشحن
Namma Cargo



دهانات الجزيرة
AL-JAZEERA PAINTS

نايكو
napco

العبيكات
SIG SIG Combibloc

بتي
Bateel

الخطوط السعودية
للتقوية
SAUDI AIRLINES
CATERING

حنا

اليوم
ALYOUUM

بند
Panda
هايبربند
HyperPanda

Jollibee

لوزين
l'usine

BURJ AL ARAB
Jumeirah

نايكو
napco

أرامكو السعودية
Saudi Aramco

BURGER
KING

fast

DESCON

ELOPAK
Together we make packaging work

DESCON
OLAYAN

Frito Lay
Good fun!

GOODY

المركز الطبي الدولي
International Medical Center



وزارة الصحة
مدينة الملك فهد الطبية
King Fahad Medical City

McVitie's

المجموعة الوطنية للاستزراع المائي
NATIONAL AQUACULTURE GROUP

McDonald's

Friends of Nour
the family

BURGER
KING

Huhtamaki

COLGATE-PALMOLIVE

Kimberly-Clark

كمينز
الخدمات اللوجستية

Cummins

Atlas Copco

xerox

Panda
بند

pladis
GODIVA

شركة سعودي أوجيه المحدودة
SAUDI OGER LTD.

سابك
SABIC

شاورمر
shawarmer

SIG
SIG Combibloc

SIG

STARBUCKS
COFFEE

أسواق التميمي
tamimi markets

مجموعة صافولا
The Savola Group

ÜLKER

UB

رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA

المؤسسة العامة للتدريب التقني والمهني
Technical and Vocational Training Corporation

CREATIVE
CONSULTANTS
TRAINING CENTER



BEMCON
Business Intelligence For Excellence

WLCBMS
West London College
of Business & Management Sciences

20 REASONS...

To Improve Your Business Performance!

01

There is a maximum limit of 15 delegates on our public courses. In the case of the following courses - Presentation Skills, Advanced Presentation Skills, Train The Trainer, and Microsoft® Office - the limit is just eight delegates. On these courses delegates need to practise the skills taught, so the small group size of eight allows maximum practical time for each delegate to do this. The standard limit of 15 on other courses ensures individual attention for each delegate from the Trainer. It also allows greater interaction and participation from every participant, thereby ensuring more effective learning takes place.

02

We have been established in the United Kingdom for over 15 years, and in the Kingdom of Saudi Arabia for over 5 years. All our public courses here are tailored for the Middle East market, using many case studies from the region.

03

For the first twelve months of 2015, for all our Public Courses we had ratings of over 98% 'Excellent' or 'Very Good' for the Method of Instruction and 98% 'Excellent' or 'Very Good' for the Overall Assessment of the course.

04

Our Trainers have been carefully chosen for their ability to deliver top quality training in the training room, and for being able to 'walk the talk' in front of delegates. We always look for Trainers with extensive 'hands on experience' in the fields in which they are going to train.

05

All Trainers delivering our public courses work exclusively for BEMCON. We do not employ freelance trainers. All our Trainers work to very high professional standards laid down by BEMCON in a comprehensive Trainer Manual.

06

All Trainers are bound by strict professional codes of conduct to which BEMCON subscribes, including those of the following British professional bodies and regulators.

07

We currently employ 10 specialist trainers in the Kingdom of Saudi Arabia from the following countries - U.K., Canada, U.S.A., South Africa, Egypt, Lebanon, India and Pakistan. Where appropriate, we are constantly updating our materials with the latest information from Europe, the U.S.A., Australia, and Asia. This ensures we are always at the leading edge of change and innovation - but at the same time we continue to focus on the very unique aspects of the Middle East market.

08

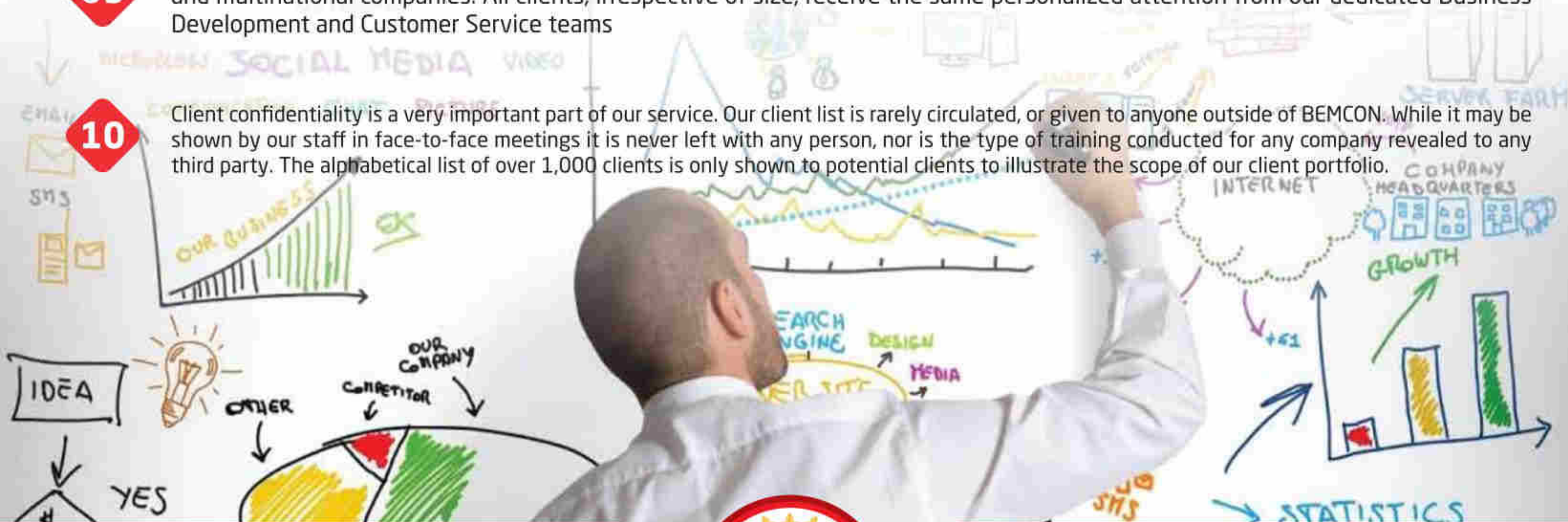
We have operations in four regions Eastern, Central, Western and Southern with further expansion planned over the coming years. Therefore, if you require your staff to be trained across the region we can assist with local training requirements.

09

We have worked with over 1,000 companies and organizations in the region. Our 1,000+ client base includes small, medium-sized and multinational companies. All clients, irrespective of size, receive the same personalized attention from our dedicated Business Development and Customer Service teams

10

Client confidentiality is a very important part of our service. Our client list is rarely circulated, or given to anyone outside of BEMCON. While it may be shown by our staff in face-to-face meetings it is never left with any person, nor is the type of training conducted for any company revealed to any third party. The alphabetical list of over 1,000 clients is only shown to potential clients to illustrate the scope of our client portfolio.



20 REASONS...

To Improve Your Business Performance!

11

Our courses are highly interactive and take into account delegates' different learning styles. There are Trainer-led discussions, group activities, individual presentations, experiential role-plays, individual assessments, etc. In some cases DVD recordings are also made and played back to delegates.

12

Our Public Courses are a very cost effective way of utilizing your training budget. You may wish to use a combination of In-Company training and Public Courses to use your budget more effectively. We also offer package pricing on Public Courses based on block bookings for the year. Details of the package pricing structure are available from our Business Development personnel.

13

We believe in creating 'long-term partnerships' with our clients. Our key objective is to 'Improve Business Performance'. We can only do this by understanding your business, your objectives, your strategic aims, etc., - and by working with you to get the maximum ROI (Return On Investment) from any training undertaken by your company or organization. Whether you are a small 'start-up' company, or a large multinational, you require a training partner who is committed to giving you the best value for money and an effective return on your investment.

14

We have a professional Admin support team in each office. Their role is to ensure that every aspect of the training for your staff runs smoothly. They will provide joining instructions, maps to locations, course timings, etc., to delegates. If you require hotel accommodation for your delegates, our staff can help by recommending hotels and assisting with bookings, if you need this service. It is provided free of charge.

15

We sometimes require delegates on public courses to carry out pre-course work for a particular course. This is handled by our support staff who will get the information to the delegate in time to allow them to prepare the pre-course work.

16

On public courses of over one day's duration, there is written feedback provided on each delegate by the Trainer, to the delegate's organization.

17

Our Business Development staff are highly trained professionals who understand that the customer is the most important person at BEMCON. You are not an outsider; you are the reason we are in business and the most important person in our company. They will always work in a professional manner to ensure the best possible service to you. Our support team is multi-national, and can communicate fluently in the following languages: English, Arabic, Hindi, Urdu and Punjabi.

18

Online bookings can be made for public courses. This enables bookings to be made at any time and saves on phone costs, if calling from overseas. We constantly listen to feedback from our customers, and wherever possible try to bring in new courses they have requested, to help improve their business performance.

19

In 2018, we are offering 100 public courses, that have been upgraded to take into account new market trends. We constantly listen to feedback from our customers, and wherever possible try to bring in new courses they have requested, to help improve their business performance.

20

Our contact hours for each day of public course training are 6.5 hours (i.e. the number of hours in which the Trainer and delegates are in face-to-face contact in the training room). Our normal public course training day starts at 9:00 a.m. and finishes at 5:50 p.m. When making a comparison of BEMCON with other training companies we ask that you consider the following before selecting your training provider:

09 Steps towards...

Having a great in-company Learning Experience!

STEP 01

An initial discussion is held with our Business Development staff to clearly understand and identify the potential requirements.

STEP 02

A meeting with the proposed Trainer(s), is held to familiarize them with the client company and its objectives.

STEP 03

Diagnostic work is carried out by the Trainer(s).

STEP 04

Tailoring and development of the course is carried out, to fully match the specific requirements that have been identified.

STEP 05

Agreement and finalization of the course content is confirmed with the client.

STEP 06

Delivery of the course.

STEP 07

Review.

STEP 08

Detailed follow-up report on the course from the Trainer(s).

STEP 09

Further cooperation and consultation to ensure the training is being implemented.

"ONE SIZE CANNOT FIT ALL"

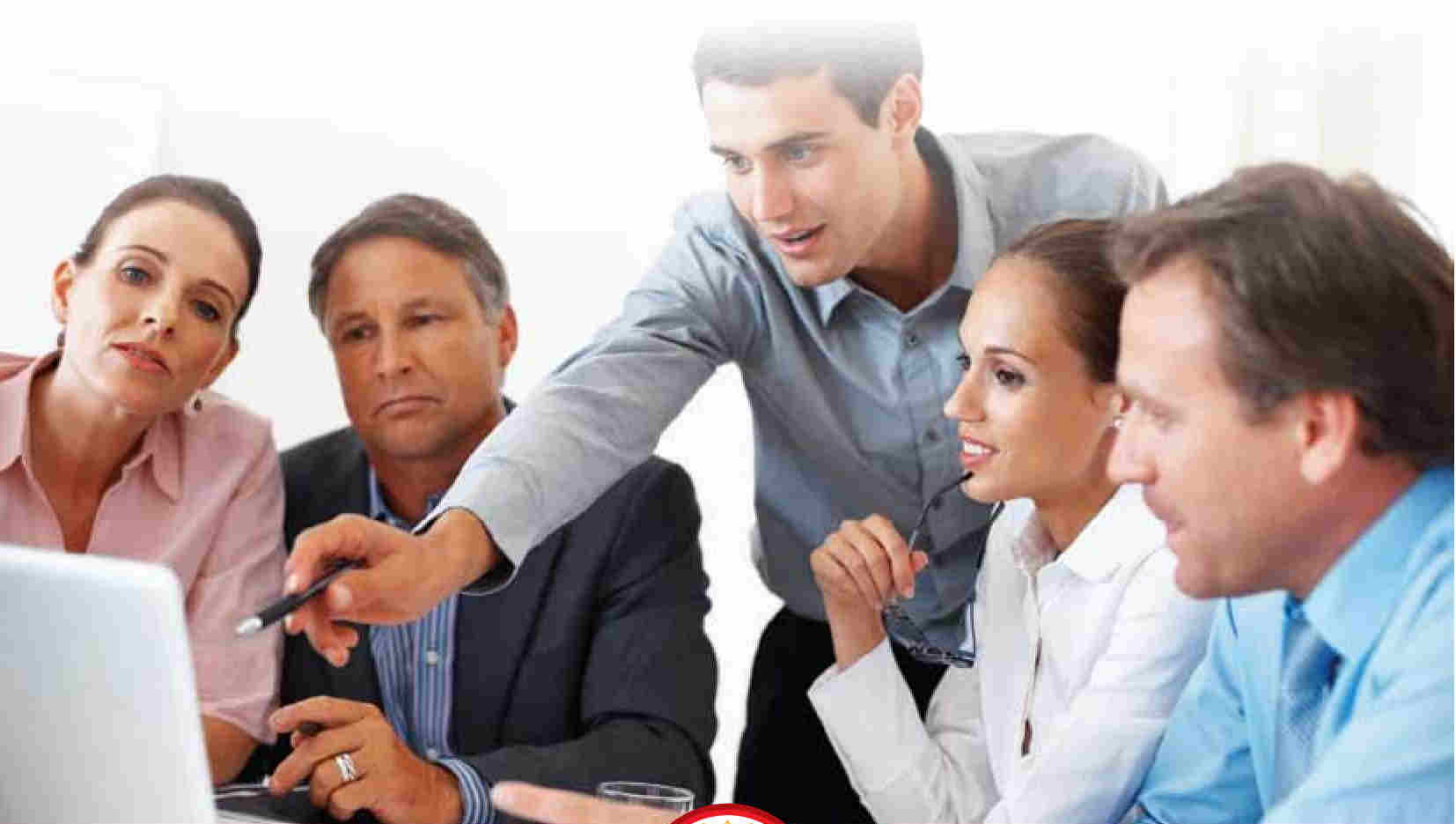
While BEMCON is well known for our 'flagship' public courses, as advertised in this brochure, the largest part of BEMCONIANS' business is actually delivering tailored In-Company courses specifically designed for our customers. We realise that you cannot always deliver courses where **"one size is thought to fit all"**. In today's fast moving global economy that is sometimes not a realistic scenario. We know many organizations require training that specifically fits their corporate culture, and which must be utilised to achieve their own targeted business objectives.

The BEMCON Partnership Process

There are specific advantages associated with In-Company training which makes it a preferred option for many clients. We call it the 'Partnership Process'. An organization that develops customized training for its people, in line with clear business objectives, is much more likely to see its overall profitability increase as a result. For example, the topics can be presented and discussed against the culture, practice, objectives, and experiences of your company. The training is seen as wholly appropriate and highly relevant to meeting the business needs of the organization. Any public course in this brochure can be tailored and adapted exclusively for your organization. Alternatively, you may want a course to be developed that is specifically written for your staff's particular needs and requirements. Fully tailored courses ensure the material is appropriate, and makes the best use of the training time. This can mean savings in both time and money. In-Company training is also the natural choice where the training need is likely to be specific, e.g. when particular emphasis needs to be given in one key area of knowledge or behavior, such as sales training for a sales team, improving customer service within a service team, or learning how to conduct effective appraisals for managers / supervisors within a company.

Post-Course Coaching

When an In-Company course is delivered, research has shown that an internal management structure that encourages post-course coaching of the delegate by a manager, has made a very substantial positive impact on improving the delegate's performance in the workplace. With this in mind, BEMCON has created The 'DEVELOPER' Coaching Model. Our Business Development Managers would be happy to discuss this programme with you. To design an In-Company course will require a number of steps to be taken - to develop the 'partnership' with a client company.



MANAGEMENT SYSTEMS AND STANDARDS



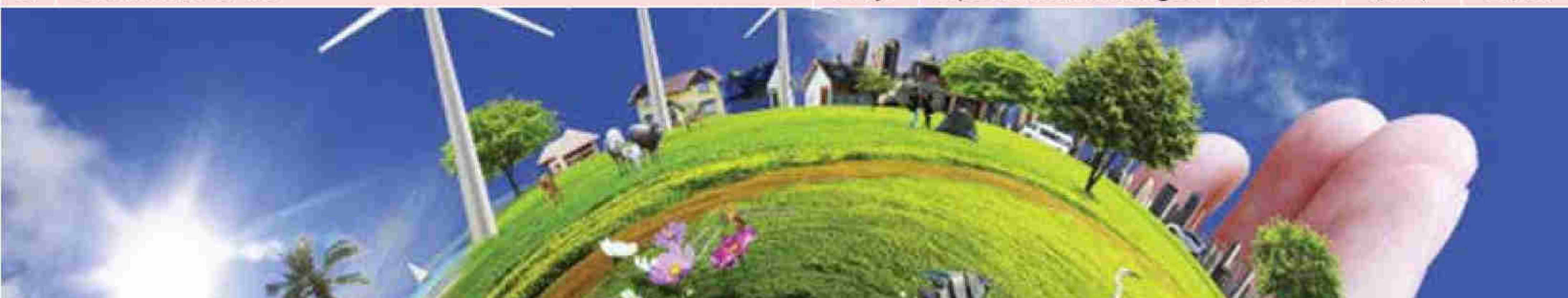
ISO 9001 : 2015 QUALITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



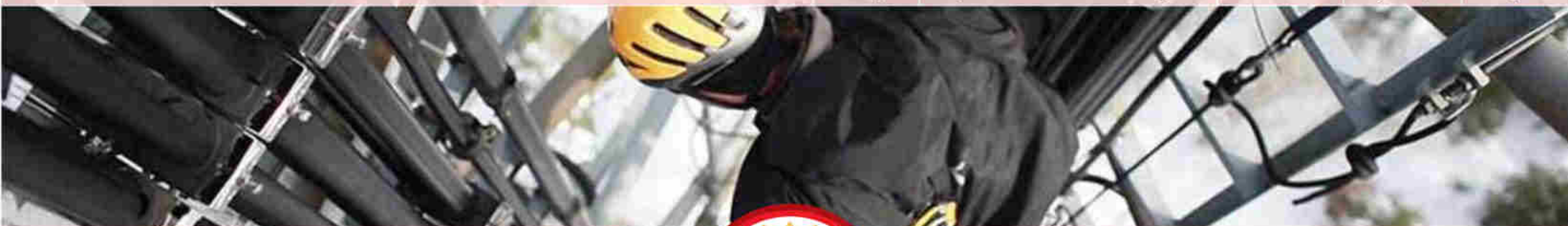
ISO 14001 : 2015 ENVIRONMENTAL MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



ISO 45001 : 2018 OCCUPATIONAL HEALTH & SAFETY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



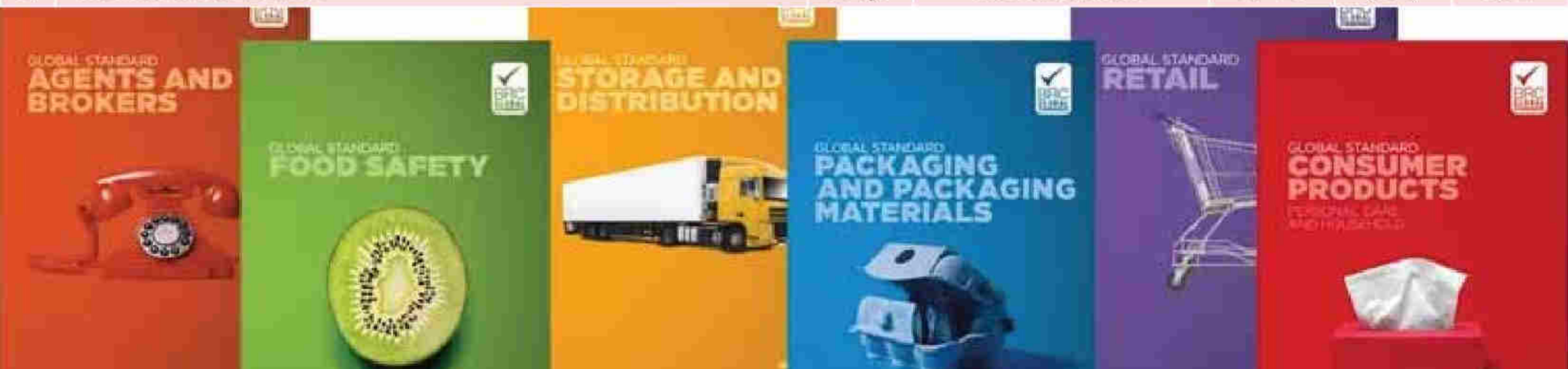
ISO 22000:2018 + FSSC 22000 V5 FOOD SAFETY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



BRC GLOBAL STANDARDS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000



ISO 17025 LAB QUALITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



ISO 15189 MEDICAL LAB QUALITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



ISO 13485 MEDICAL DEVICES QUALITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



ISO 27001 INFORMATION SECURITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



ISO 26000:2010 GUIDANCE ON SOCIAL RESPONSIBILITY IWA 26:2017 FOR ISO 26000:2010 IN MANAGEMENT SYSTEMS SA8000:2014 SOCIAL RESPONSIBILITY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



ISO 50001:2018 ENERGY MANAGEMENT SYSTEM

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000



ISO 37001 ANTI-BRIBERY MANAGEMENT SYSTEMS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Awareness or Foundation Level Course	2 Days	Junior Supervisors	10 - 15	1,000/-	5,000
2.	Documentation and Implementation Course	3 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Internal Auditors Course	3 Days	Internal Auditors	10 - 15	2,000/-	5,000
4.	Lead Practitioner & Lead Implementer	5 Days	Managers	10 - 15	5,000/-	10,000
5.	Lead Auditor Course	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000

ISO 37001
Anti-Bribery
Management System





PRODUCTIVITY AND EXCELLENCE TRAINING



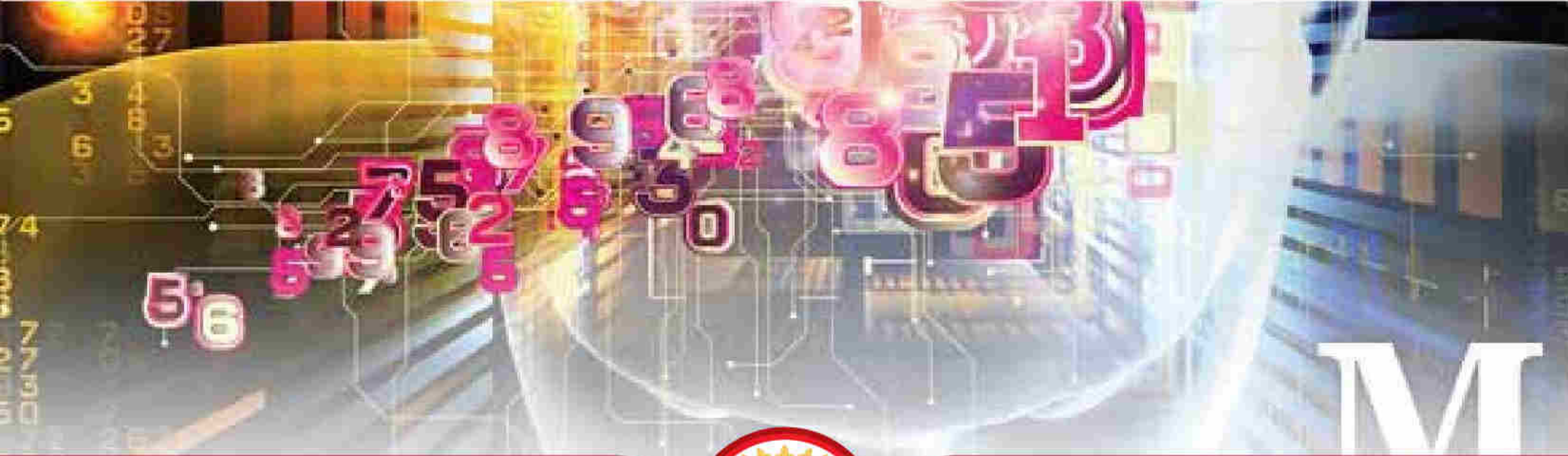
LEAN/SIX SIGMA

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Introduction to Lean Principles	2 Days	Supervisors & Managers	10 - 15	1,000/-	5,000
2	Leading Lean Teams in Healthcare	2 Days	Supervisors & Managers	10 - 15	1,000/-	5,000
3	Lean Enterprise	2 Days	Supervisors & Managers	10 - 15	1,000/-	5,000
4	Lean for Service	2 Days	Supervisors & Managers	10 - 15	1,000/-	5,000
5	Lean for Healthcare	2 Days	Supervisors & Managers	10 - 15	1,000/-	5,000
6	Lean Six Sigma Yellow Belt	2 Days	Supervisors & Managers	10 - 15	2,000/-	6,000
7	Lean Six Sigma Green Belt Training	5 Days	Supervisors & Managers	10 - 15	5,000/-	10,000
8	Lean Six Sigma Black Belt Training	5 Days	Supervisors & Managers	10 - 15	5,000/-	10,000
9	Lean Six Sigma Master Black Belt Training	10 Days	Supervisors & Managers	10 - 15	10,000/-	20,000
10	Applying Lean to Pharmaceutical Manufacturing	2 Days	Supervisors & Managers	10 - 15	1,000/-	5,000
11	Lean Leadership Skills Workshop	2 Days	Supervisors & Managers	10 - 15	1,000/-	5,000



SOFTWARE ENGINEERING

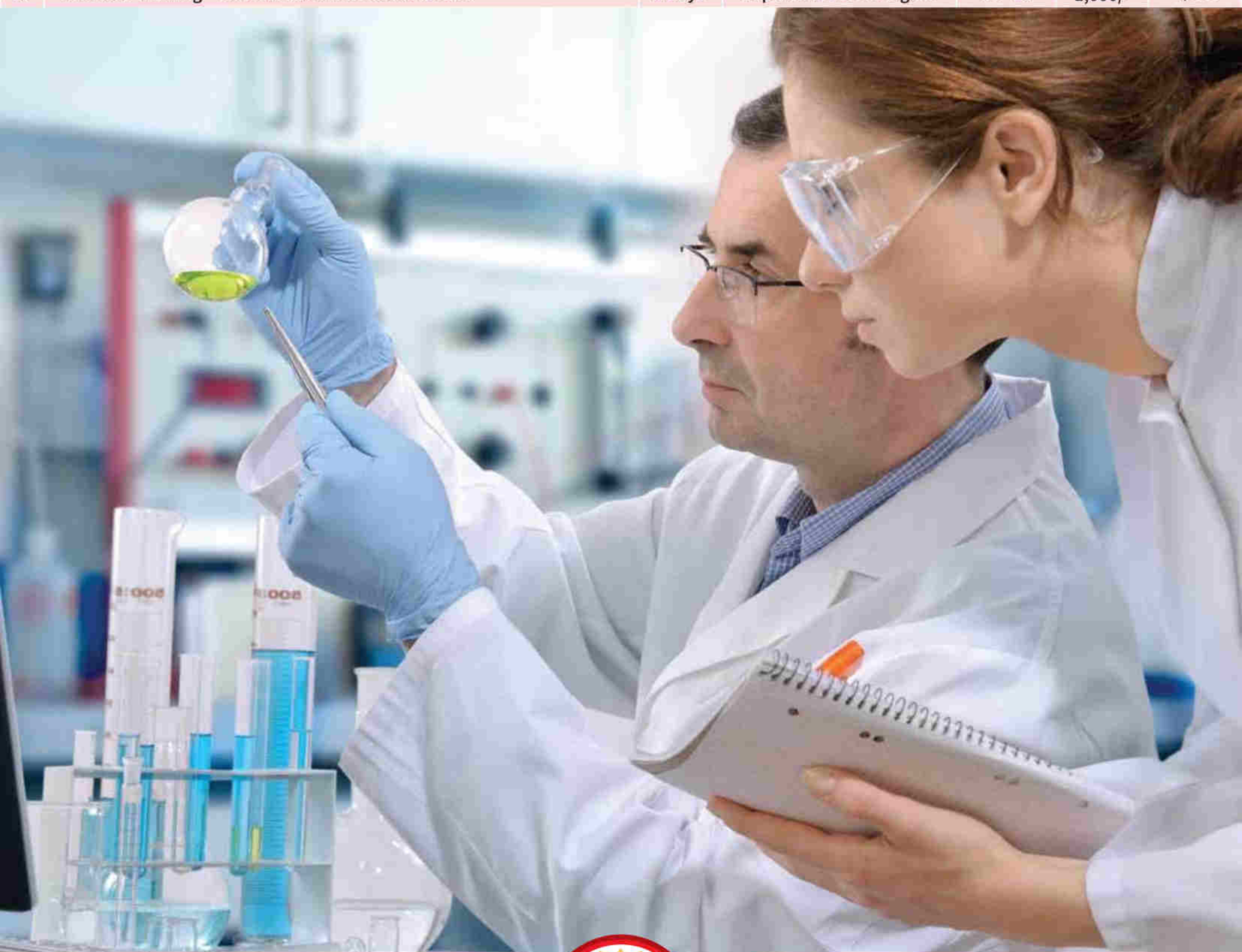
Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Reliability Engineering	5 Days	Supervisors & Managers	10 - 15	2,000/-	4,000
2	Software Quality Engineering	5 Days	Supervisors & Managers	10 - 15	2,000/-	4,000
3	Software Requirements Engineering	3 Days	Supervisors & Managers	10 - 15	1,500/-	4,000



A group of graduates in black caps and gowns, smiling and holding rolled-up diplomas tied with red ribbons. The graduates are of various ethnicities and are standing in a line, with the focus on the woman in the foreground.

LAB QUALITY TRAINING SERVICES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Preparation for Laboratory Accreditation	5 days	Supervisors & Managers	10 - 15	5,000/-	10,000
2	Laboratory Management - Role of the Quality Manager	5 days	Supervisors & Managers	10 - 15	5,000/-	10,000
3	Laboratory Internal Audit	5 days	Supervisors & Managers	10 - 15	5,000/-	10,000
4	Combined Laboratory Management	4 Days	Supervisors & Managers	10 - 15	4,000/-	8,000
5	Uncertainty of Measurement	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
6	Proficiency Testing ISO/IEC 17043	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
7	Assessor Training – Laboratories ISO/IEC 17025	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
8	ISO/IEC 17025 Lead Assessor	5 Days	Supervisors & Managers	10 - 15	5,000/-	10,000
9	ISO/IEC 17020 Awareness	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
10	ISO 17065 Awareness Training	5 Days	Supervisors & Managers	10 - 15	5,000/-	10,000
11	Implementing Design Control Requirements and Best Practices	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
12	Risk Management and Analysis for Medical Devices	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
13	Process Validation Principles and Protocols	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
14	Calibration Requirements and Equipment Controls for Medical Devices	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
15	Root Cause Analysis for Life Science Investigations	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
16	Implementing CAPA Programs for the Medical Device Industry	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000
17	Assessor Training – Medical Laboratories ISO 15189	3 Days	Supervisors & Managers	10 - 15	1,000/-	4,000



HEALTH & SAFETY

رؤية
2030
المملكة العربية السعودية
KINGDOM OF SAUDI ARABIA
SAUDI ARABIAN


المؤسسة العامة للتدريب التقني والمهني
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Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Level 1 Award in Health and Safety	1/2 Day	New Staff	10 - 15	500/-	4,500
2	Level 2 Award in Health and Safety	1 Day	Existing Staff	10 - 15	1,000/-	5,000
3	Level 3 Award in Health and Safety	3 Days	Supervisors & Managers	10 - 15	2,500/-	5,000
4	Level 4 Award in Health and Safety	5 Days	Supervisors & Managers	10 - 15	5,000/-	10,000



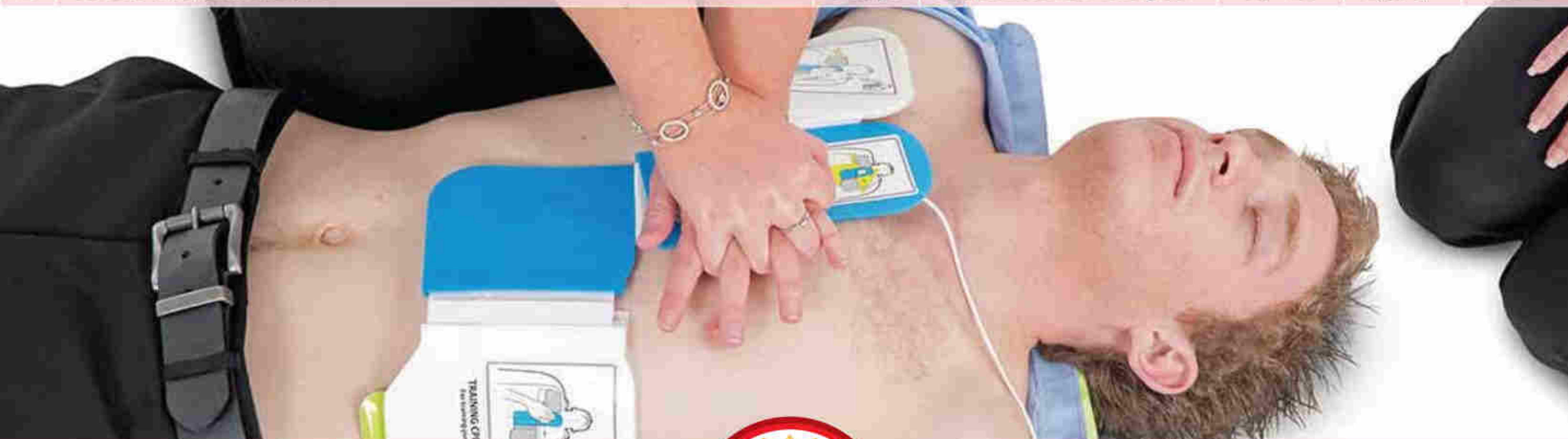
FIRE SAFETY

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Level 1 Award in Fire Safety	1/2 Day	New Staff	10 - 15	500/-	4,500
2	Level 2 Award in Fire Safety	1 Day	Staff and Supervisor	10 - 15	1,000/-	5,000
3	Level 3 Award in Fire Safety	3 Days	Supervisors & Managers	10 - 15	2,500/-	5,000

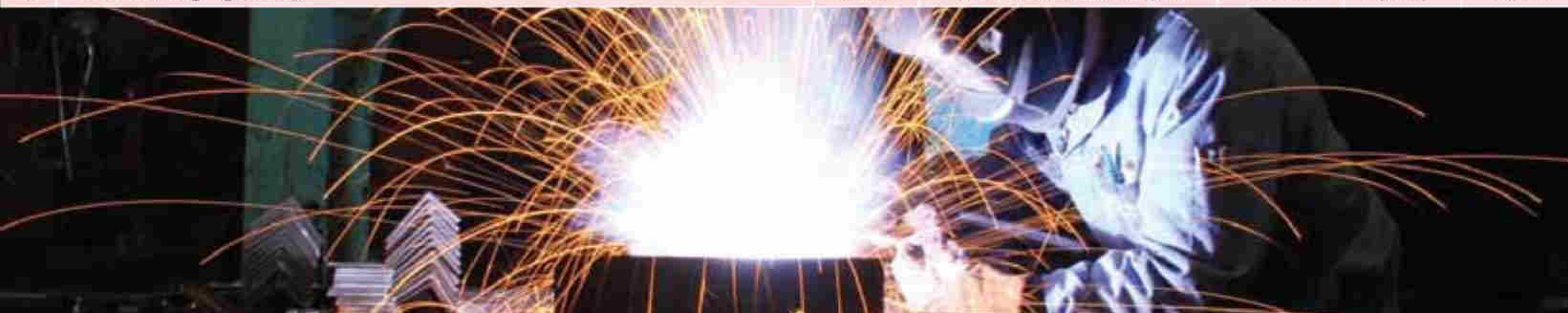


FIRST AID

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Level 2 Award in First Aid	1 Day	Staff and Supervisor	10 - 15	1,000/-	5,000
2	Level 3 Award in First Aid	3 Days	Supervisors & Managers	10 - 15	2,500/-	5,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	NEBOSH International Award	3 Days	Supervisors	10 - 15	1,500/-	5,000
2	NEBOSH International General Certificate in Occupational Health and Safety (IGC)	12 Days	Supervisors & Managers	10 - 15	4,500/-	5,000
3	NEBOSH Diploma	3 Months	Supervisors & Managers	10 - 15	15,000/-	N/A
4	British Safety Council Diploma	3 Months	Supervisors & Managers	10 - 15	15,000/-	N/A
5	IOSH Working Safely	3 Days	Supervisors	10 - 15	1,000/-	4,000
6	IOSH Managing Safely	5 Days	Supervisors & Managers	10 - 15	3,000/-	6,000

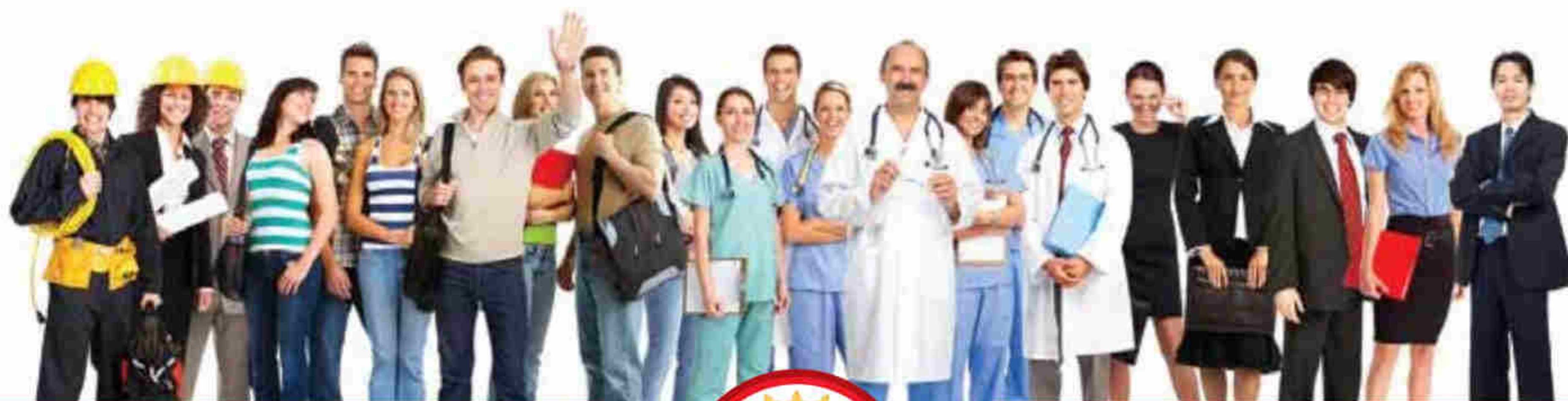


HEALTH AND SAFETY COURSES (BEMCON UK & OSHA USA CERTIFIED COURSES)

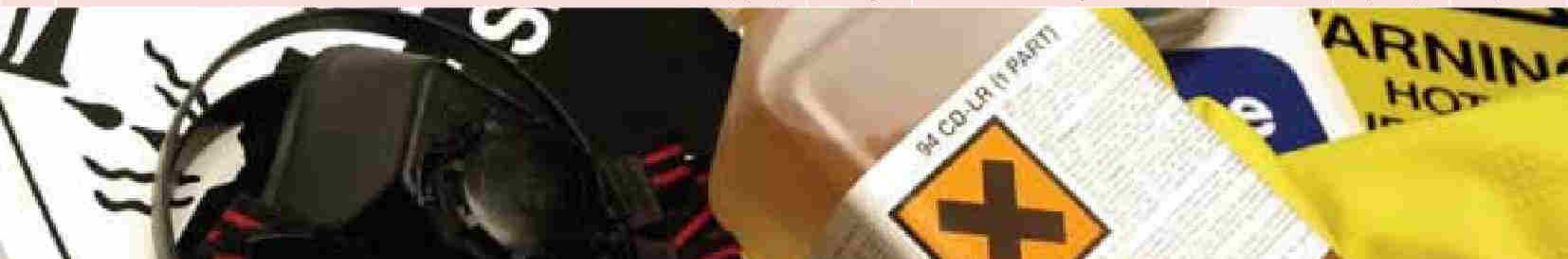
Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Introduction to Occupational Safety & Health	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
2	Essentials of Occupational Safety & Health	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
3	Heat and Cold Stress Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
4	Stairway and Ladder Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
5	Scaffold Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
6	Confined Space Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
7	Hazard Communication for the Employee	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
8	Housekeeping Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
9	Housekeeping Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
10	Housekeeping Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
11	Introduction to Safety Management	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
12	Effective OSH Committee Operations	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
13	Effective Accident Investigation	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
14	Hazard Analysis and Control	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
15	Hazard Communication Program	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
16	Personal Protective Equipment (PPE)	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
17	Energy Control Program (Lockout/Tagout)	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
18	Introduction to Ergonomics	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
19	Safety Supervision and Leadership	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
20	Confined Space Program	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
21	Fall Protection Program	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
22	Electrical Safety Basics	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
23	Safety Management System Evaluation	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
24	Emergency Action Plans	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
25	Fire Prevention Plans	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
26	Fleet Safety Management	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
27	Preventing Workplace Violence	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
28	Ergonomics Program Management	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
29	Forklift Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
30	Introduction to Machine Guarding	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
31	Introduction to Process Safety Management	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
32	Introduction to Industrial Hygiene	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
33	Hearing Conservation Program Management	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
34	Bloodborne Pathogens Prgm. Management	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
35	Laboratory Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
36	Managing Workplace Stress	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
37	Nail Gun Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
38	Introduction to Construction Safety Mgt.	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
39	Trench and Excavation Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
40	Scaffold Safety Program Management	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
41	Safe Scaffold Erection and Inspection	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
42	Fall Protection in Construction	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
43	Focus Four - Fall Hazards	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
44	Focus Four - Caught-In or -Between Hazards	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
45	Focus Four - Struck-By Hazards	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
46	Focus Four - Electrocution Hazards	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
47	Hand and Power Tool Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
48	Construction Worksite Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
49	Heavy Equipment Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
50	Demolition Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
51	Confined Space Safety in Construction	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
52	Crane and Derrick Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
53	Health Hazards in Construction	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
54	Well Site Preparation and Drilling Safety	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
55	Oil and Gas Well Inspection	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
56	Oil Spill Cleanup	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
57	Offshore Oil and Gas Safety I	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
58	Offshore Oil and Gas Safety II	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
59	Oil and Gas Safety Management	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
60	Oil and Gas Hazard Awareness	2 Days	Staff and Supervisor	10 - 15	1,000/-	5,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Level 2 Award in the Control of Substances Hazardous to Health (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000



HEALTH AND SOCIAL CARE

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Level 2 Award in Awareness of Dementia (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
2	Level 2 Award in Awareness of End of Life Care (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000

HEALTH &
SOCIAL CARE



LEGIONELLA AWARENESS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Level 2 Award in Legionella Awareness (Cooling Towers and Evaporative Condensers) (QCF)	1 Days	Existing Staff	10 - 15	1,000/-	5,000
2	Level 2 Award in Legionella Awareness (Hot and Cold Water Systems) (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
3	Level 3 Award in Legionella Control for Responsible Persons (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	5,000



MANUAL HANDLING QUALIFICATION

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Level 2 Award in Moving People Safely (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
2	Level 2 Award in Safe Moving and Handling (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per Candidate	Day
1	Level 2 Award in Pool Lifeguarding (QCF)	1 Days	Staff	10 - 15	1,000/-	5,000
2	Level 2 Award in Swimming Pool Water Testing (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000



SECTION

05

SUBSTANCE MISUSE AWARENESS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per Candidate	Day
1	Level 1 Award in Substance Misuse Awareness (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000
2	Level 2 Award in Substance Misuse (QCF)	1 Days	Staff and Supervisor	10 - 15	1,000/-	5,000



SECTION

05

DEFENSIVE DRIVING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per Candidate	Day
1	Level 2 Award in the Control of Substances Hazardous to Health (QCF)	1 Days	New Learners	10 - 15	1,000/-	5,000



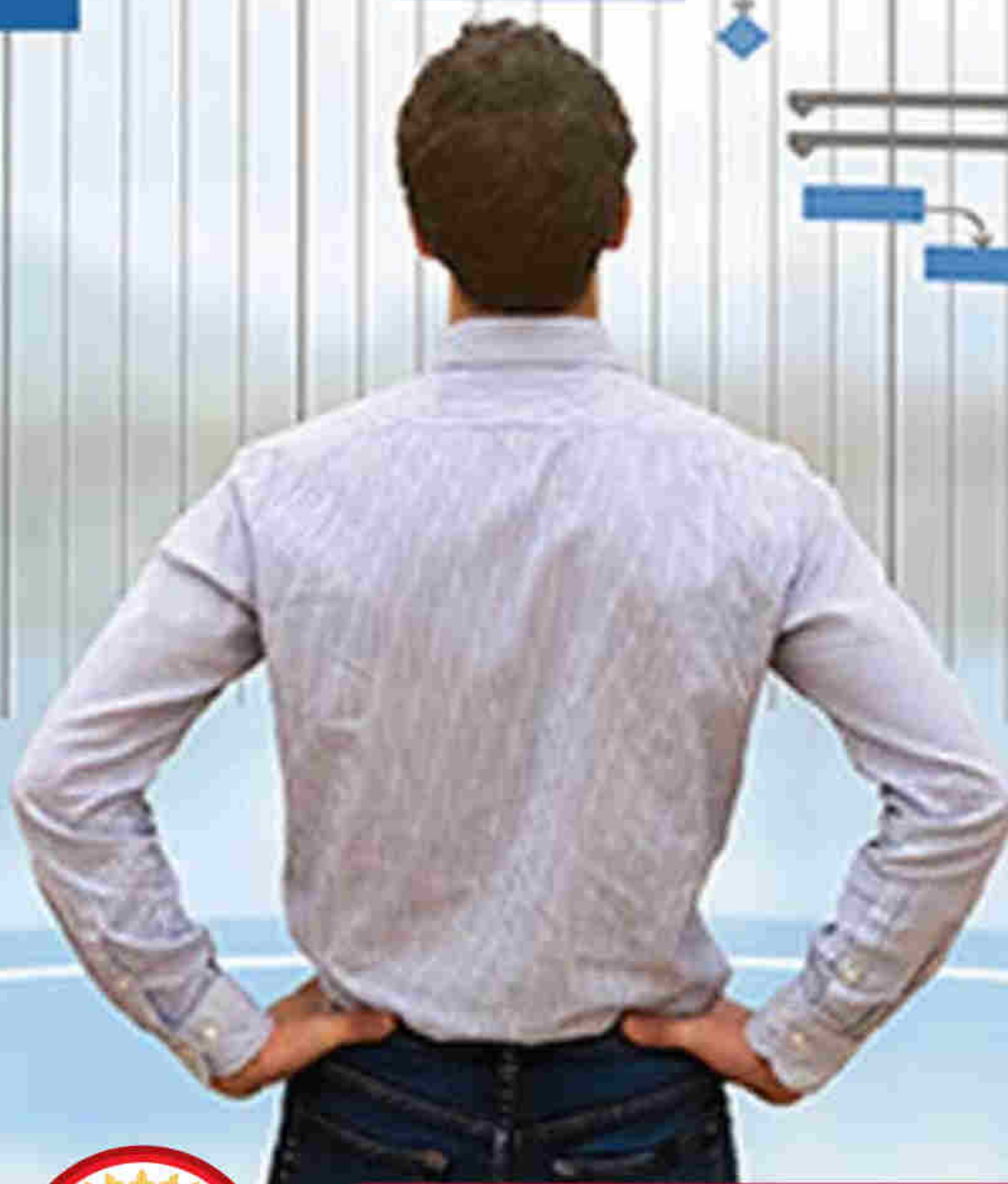
DEFENSIVE DRIVING TRAINING

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Project Management Professional (PMP)	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000
2	Program Management Professional (PgMP)	4 Days	Supervisors and Managers	10 - 15	4,000/-	8,000
3	Portfolio Management Professional (PfMP)	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000
4	Certified Associate in Project Management (CAPM)	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000
5	Professional in Business Analysis (PMI-PBA)	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000
6	PMI Agile Certified Practitioner (PMI-ACP)	3 Days	Supervisors and Managers	10 -15	2,000/-	5,000
7	PMI Risk Management Professional (PMI-RMP)	10 Days	Supervisors and Managers	10 -15	8,000/-	10,000
8	PMI Scheduling Professional (PMI-SP)	12 Days	Supervisors and Managers	10 -15	8,000/-	10,000

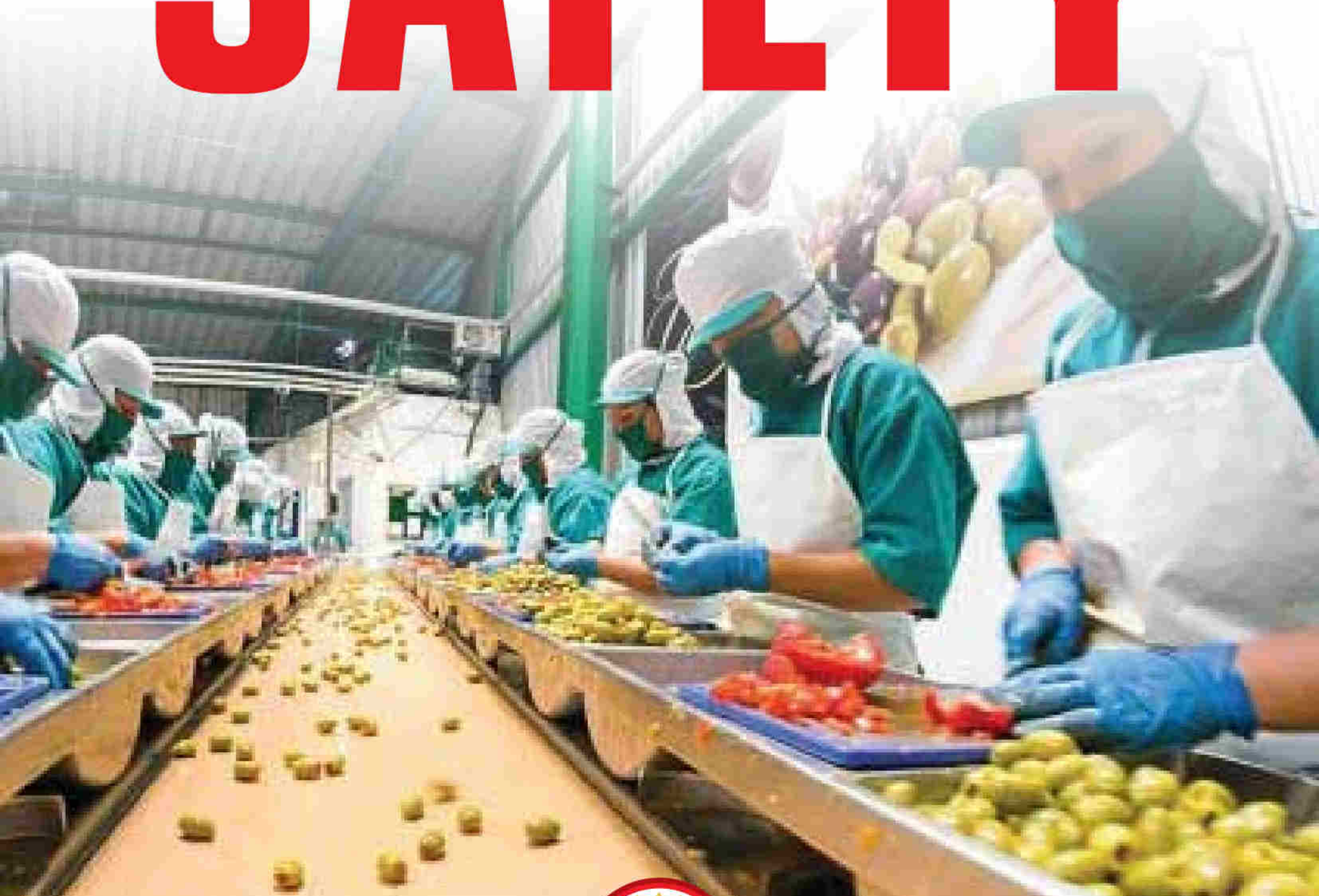
Project Management

Planning finished
Project Execution
Subtask 1
Initiating
Executing
Deliverable
Subtask 2
Initiating
Executing
Deliverable
Project closing
General deliverable

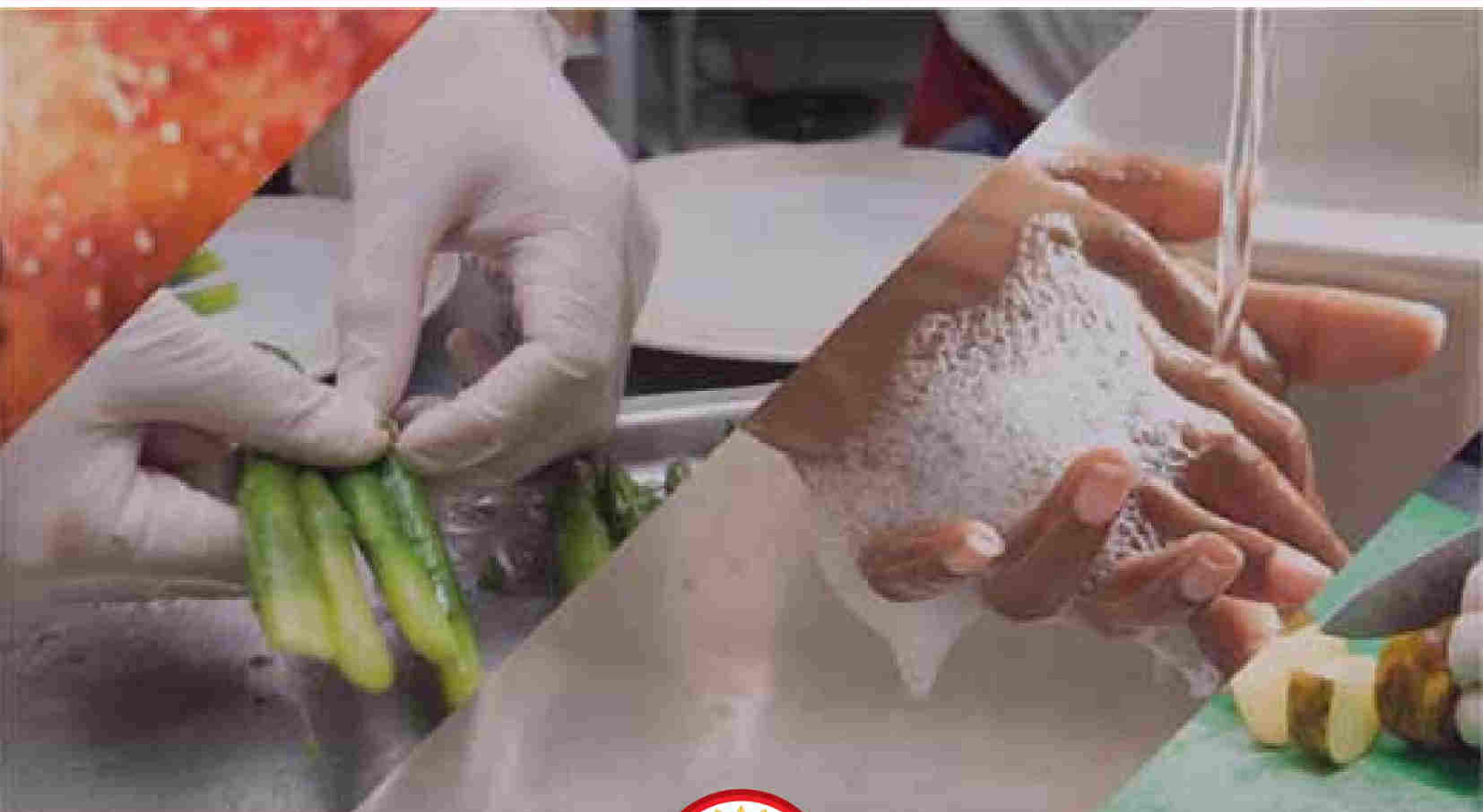
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FOOD SAFETY



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Level 1 Award in Food Safety (Catering, Retail and Manufacturing)	1/2 Day	New Staff	10 - 15	500/-	4,000
2	Level 2 Award in Food Safety (Catering, Retail and Manufacturing)	1 Day	Existing Staff	10 - 15	1,000/-	5,000
3	Level 3 Award in Food Safety (Catering, Retail and Manufacturing)	3 Days	Supervisors	10 - 15	2,500/-	5,000
4	Level 4 Award in Food Safety (Catering, Retail and Manufacturing)	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000
5	FSPCA Preventive Controls for Human Food- USA	3 Days	Supervisors	10 - 15	2,500/-	10,000
6	BRC Global Standard for Food Safety Issue 7 - Conversion course for manufacturers	1 Day	Supervisors	10 - 15	1,000/-	5,000
7	BRC Global Standard for Food Safety Issue 7 - Conversion course for manufacturers	2 Days	Supervisors	10 - 15	2,000/-	10,000
8	BRC Global Standard for Food Safety Issue 7 – Third Party Auditor	5 Days	Supervisors	10 - 15	3,000/-	7,000
9	BRC Global Standard for Food Safety Issue 7 – Implementing the Standard	2 Days	Supervisors	10 - 15	2,000/-	10,000
10	BRC Global Standard for Food Safety Issue 7 – Understanding the Requirements	2 Days	Supervisors	10 - 15	2,000/-	10,000
11	BRC Internal Auditor	2 Days	Supervisors	10 - 15	2,000/-	10,000
12	BRC Root Cause Analysis	2 Days	Supervisors	10 - 15	2,000/-	10,000
13	BRC HACCP	2 Days	Supervisors	10 - 15	2,000/-	10,000
14	BRC Packaging and Packaging Materials Issue 5 - Conversion course for manufacturers	1 Day	Supervisors	10 - 15	1,000/-	10,000
15	BRC Packaging and Packaging Materials Issue 5 - Conversion course for auditors	2 Days	Supervisors	10 - 15	2,000/-	10,000
16	BRC Packaging and Packaging Materials Issue 5 – Understanding the Requirements	2 Days	Supervisors	10 - 15	2,000/-	10,000
17	BRC Root Cause Analysis- Packaging	1/2 Day	Supervisors	10 - 15	1,000/-	10,000
18	BRC Internal Auditor Packaging	2 Days	Supervisors	10 - 15	2,000/-	10,000
19	BRC Global Standard for Storage and Distribution Issue 2 – Understanding the Requirements	2 Days	Supervisors	10 - 15	2,000/-	10,000
20	BRC Storage & Distribution-Root Cause Analysis	1/2 Day	Supervisors	10 - 15	1,000/-	10,000
21	BRC Storage & Distribution-Internal Auditor	2 Days	Supervisors	10 - 15	2,000/-	10,000
22	BRC Agents and Brokers Issue 1 Understanding the Requirements for companies	1 Day	Supervisors	10 - 15	1,000/-	10,000
23	BRC Agents and Brokers Issue 1 Understanding the Requirements for auditors and ATPs	1 Day	Supervisors	10 - 15	1,000/-	10,000
24	BRC Agents and Brokers Root Cause Analysis	1/2 Day	Supervisors	10 - 15	1,000/-	10,000
25	BRC Agents and Brokers Internal Auditor	2 Days	Supervisors	10 - 15	2,000/-	10,000
26	Internal Auditor-Consumer Product	2 Days	Supervisors	10 -15	2,000/-	10,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 1 Award in HACCP (Manufacturing, Retail and Catering)	1/2 Day	New Staff	10 - 15	500/-	4,000
2.	Level 2 Award in HACCP (Manufacturing, Retail and Catering)	1 Day	Existing Staff	10 - 15	1,000/-	5,000
3.	Level 3 Award in HACCP (Manufacturing, Retail and Catering)	3 Days	Supervisors	10 - 15	2,500/-	5,000
4.	Level 4 Award in HACCP (Manufacturing, Retail and Catering)	5 Days	Supervisors and Managers	10 - 15	5,000/-	10,000
5.	Hazard Analysis and Risk Based Preventive Controls (HARPC)	2 Days	Supervisors	10 - 15	2,500/-	10,000



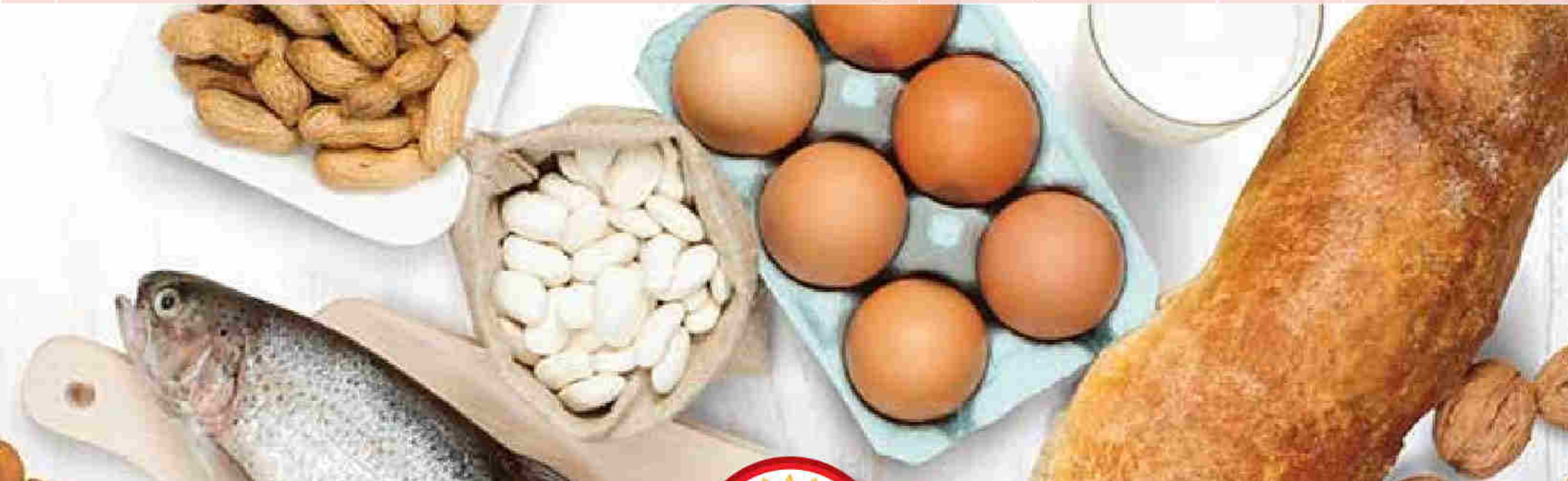
FOOD SAFETY AUDITING AND INSPECTION SKILLS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 3 Award in Effective Auditing and Inspection Skills	2 Days	Supervisors	10 - 15	2,500/-	10,000



FOOD ALLERGEN MANAGEMENT QUALIFICATION

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 3 Award in Food Allergen Management for Caterers	3 Days	Supervisors	10 - 15	2,500/-	5,000

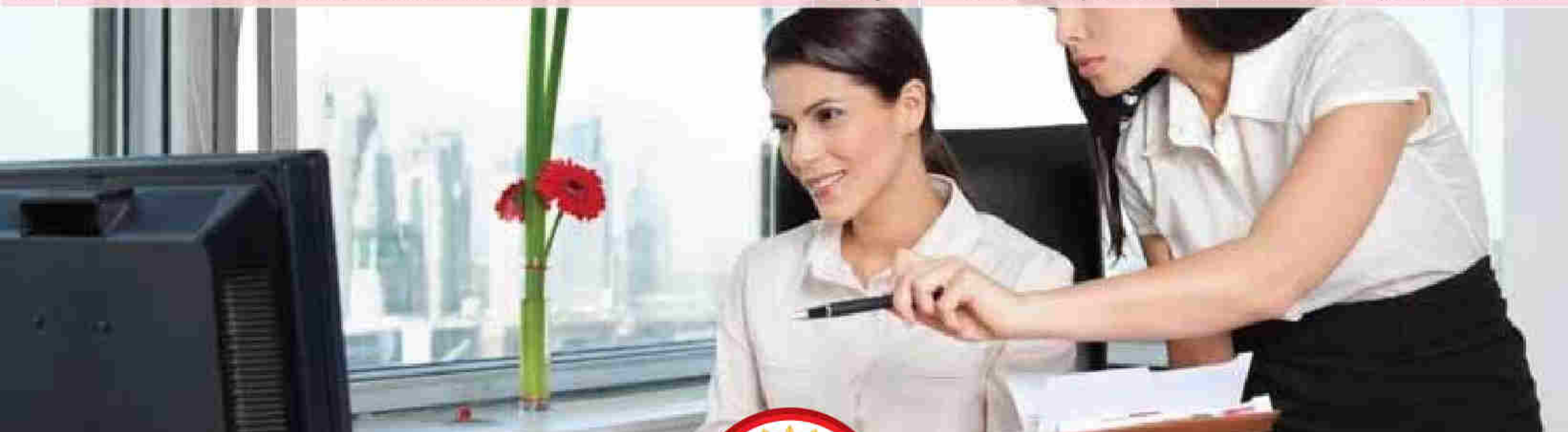


Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Supervisory Management Skills	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
2	Leading High Performance Teams	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3	Developing Management Skills	5 Days	Supervisors & Managers	10 - 15	5,000/-	10,000
4	Strategic Thinking & Planning	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
5	Managing Organizational Change	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
6	Creative Problem Solving & Decision Making	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
7	The Fundamentals of Project Management	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
8	Event Management	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
9	Coaching For Optimum Performance	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
10	Planning & Organizing Skills	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
11	Level 2 Award in Conflict Management (QCF)	1 Day	Supervisors	10 - 15	1,000/-	5,000
12	Level 2 Certificate in Team Leading Principles (QCF)	1 Day	Supervisors	10 - 15	1,000/-	5,000
13	Level 2 NVQ Certificate in Team Leading (QCF)	1 Day	Supervisors	10 - 15	1,000/-	5,000
14	Level 3 Certificate in Management (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	6,000
15	Level 3 NVQ Certificate in Management (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	6,000



ADMINISTRATIVE SKILLS

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Office Management	3 Days	Staff and Supervisors	10 - 15	2,500/-	6,000
2.	Professional Secretarial & Administration Skills	2 Days	Staff and Supervisors	10 - 15	2,000/-	5,000
3.	The Perfect PA - For PAs & Executive Secretaries	2 Days	Staff and Supervisors	10 - 15	2,000/-	5,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1	Your Sales Skills – The Key Elements Of Successful Selling	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
2	Advanced Selling Skills	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3	Key Account Management	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
4	Negotiation Skills	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
5	Advanced Negotiation Skills	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
6	Managing A Successful Sales Team	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
7	Essentials Of Marketing & Preparing An Effective Marketing Plan	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
8	Strategic Marketing Workshop	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
9	Presentation Skills – Making A Powerful Impact On Any Audience	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
10	Advanced Presentation Skills	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Human Resource (HR) Management Skills	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
2.	Interviewing Skills – For Recruitment & Selection	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Train The Trainer – Group Training Techniques	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
4.	Writing Effective Job Descriptions & Person Specifications	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
5.	Writing Effective Policies & Procedures	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Customer Relationship Management	2 Days	Staff and Supervisors	10 - 15	2,000/-	5,000
2.	Etiquette For Excellent Customer Service	2 Days	Staff and Supervisors	10 - 15	2,000/-	5,000
3.	Improve Your Telephone Skills – 'How To Win & Keep Customers	2 Days	Staff and Supervisors	10 - 15	2,000/-	5,000
4.	Customer Care & Telephone Skills	2 Days	Staff and Supervisors	10 - 15	2,000/-	5,000



SECTION

14

PERSONAL DEVELOPMENT

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Self & Time Management	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
2.	Stress Management	1 Day	Supervisors & Managers	10 - 15	1,000/-	5,000
3.	Developing Effective Interpersonal & Communication Skills	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
4.	Assertiveness Skills (& Dealing With Difficult Situations)	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
5.	Understanding Emotional Intelligence	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000

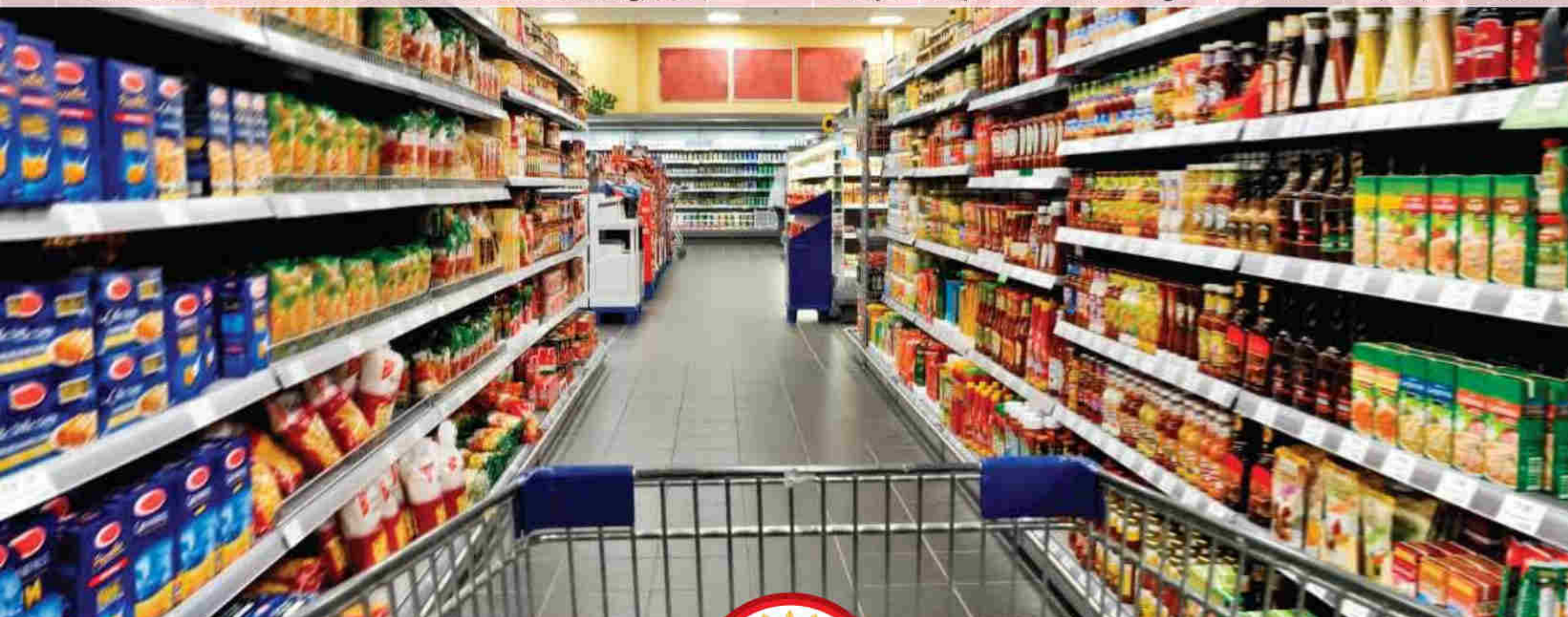


Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Financial Awareness For The Non-Financial Person	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000
2.	Fundamentals of Budgeting	2 Days	Supervisors & Managers	10 - 15	2,000/-	5,000
3.	Bid (Tender) Management	3 Days	Supervisors & Managers	10 - 15	2,500/-	6,000

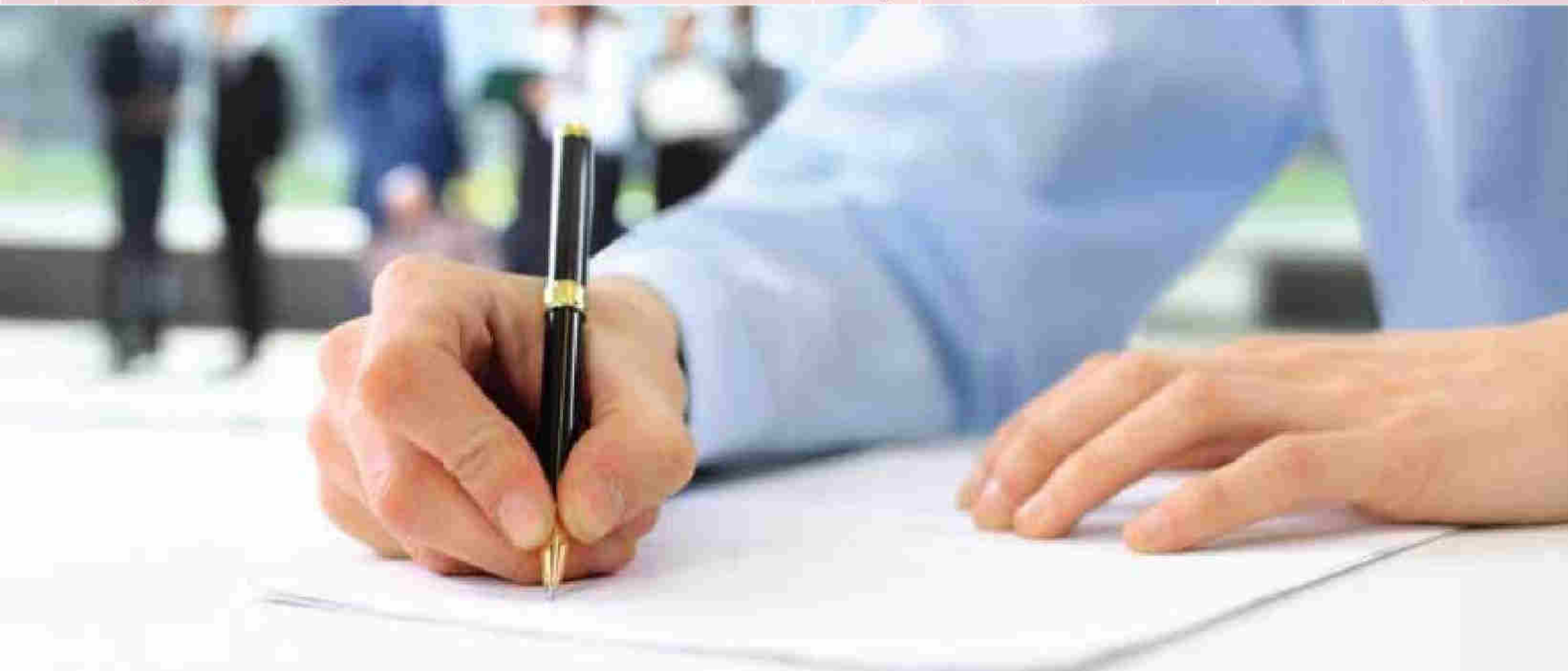


RETAIL COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 1 Award in Retail Knowledge (QCF)	1/2 Day	New Staff	10 - 15	1,000/-	6,000
2.	Level 1 Certificate in Retail Knowledge (QCF)	1/2 Day	New Staff	10 - 15	1,000/-	6,000
3.	Level 2 Award in Retail Knowledge (QCF)	1 Day	Supervisors	10 - 15	1,000/-	6,000
4.	Level 3 Award in Retail Knowledge (QCF)	3 Days	Supervisors and Manager	10 - 15	2,500/-	8,000
5.	Level 3 Certificate in Retail Skills (Management) (QCF)	3 Days	Supervisors and Manager	10 - 15	2,500/-	8,000
6.	Level 3 Certificate in Retail Skills (Sales Professional) (QCF)	3 Days	Supervisors and Manager	10 - 15	2,500/-	8,000
	Level 3 Certificate in Retail Skills (Visual Merchandising) (QCF)	3 Days	Supervisors and Manager	10 - 15	2,500/-	8,000

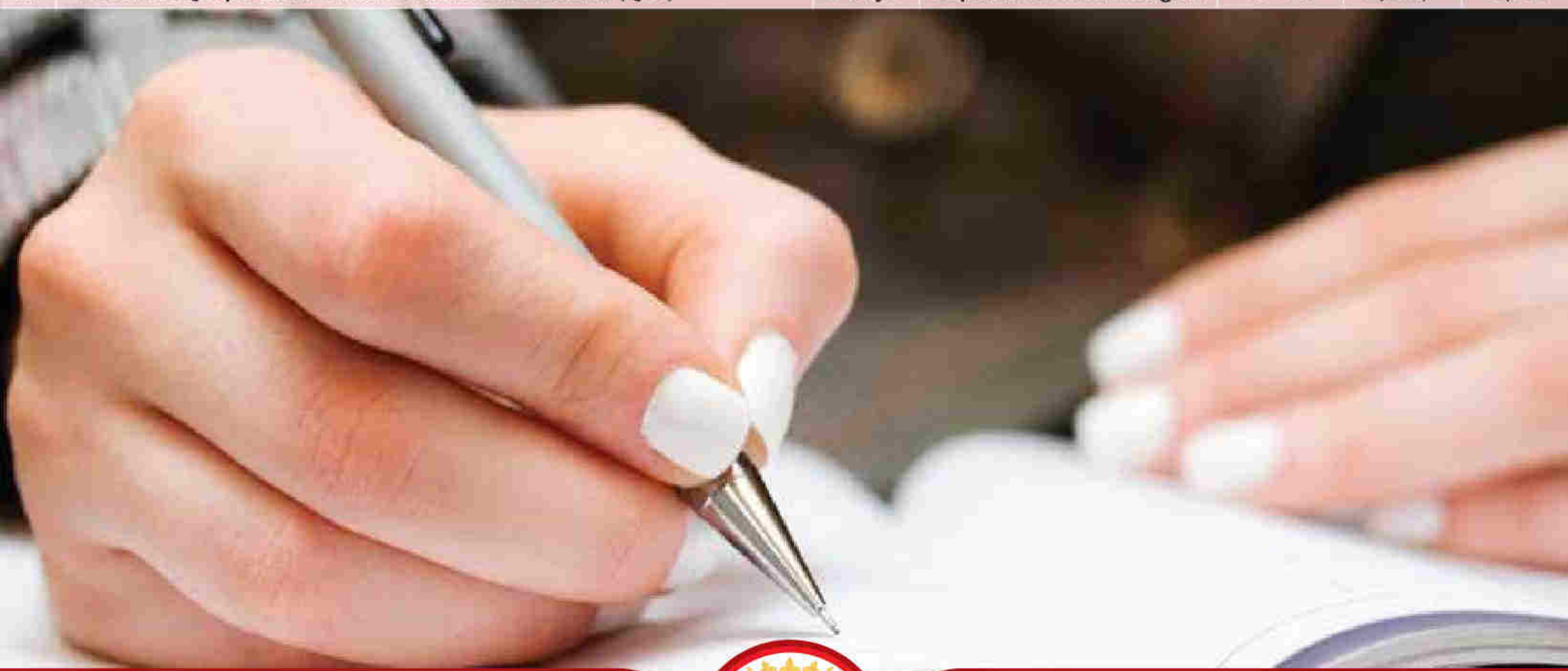


Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Writing For Business (Level 1)	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000
2.	Writing For Business (Level 2)	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000
3.	Effective Business Report Writing	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000
4.	Taking Minutes of Meetings	1 Day	Staff and Supervisors	10 - 15	1,000/-	5,000



BUSINESS ADMINISTRATION

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 1 Certificate in Business Administration (QCF)	1/2 Day	New Staff	10 - 15	1,000/-	10,000
2.	Level 2 Certificate in Principles of Business and Administration (QCF)	1 Day	Supervisors	10 - 15	1,000/-	10,000
3.	Level 2 NVQ Certificate in Business and Administration (QCF)	1 Day	Supervisors	10 - 15	1,000/-	10,000
4.	Level 3 Certificate in Principles of Business and Administration (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	8,000
5.	Level 3 NVQ Diploma in Business and Administration (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	8,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Office Word 2010 (Intermediate/Advance)	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000
2.	PowerPoint 2013 (Intermediate / Advanced) NEW	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000
3.	Excel 2010 Level 1 (Beginner / Intermediate)	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000
4.	Excel 2010 Level 2 (Intermediate / Advanced)	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000
5.	Excel 2013 Level 1 (Beginner / Intermediate) NEW	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000
6.	Excel 2013 Level 2 (Intermediate / Advanced)	2 Days	Staff and Supervisors	10 - 15	2,000/-	8,000



Microsoft® Office

STEWARDING COURSES

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 2 Award in Front of Stage Pit Barrier Operations	1 Day	Existing Staff	10 - 15	1,000/-	8,000
2.	Level 2 Award in Understanding Stewarding at Spectator Events (QCF)	1 Day	Existing Staff	10 - 15	1,000/-	8,000

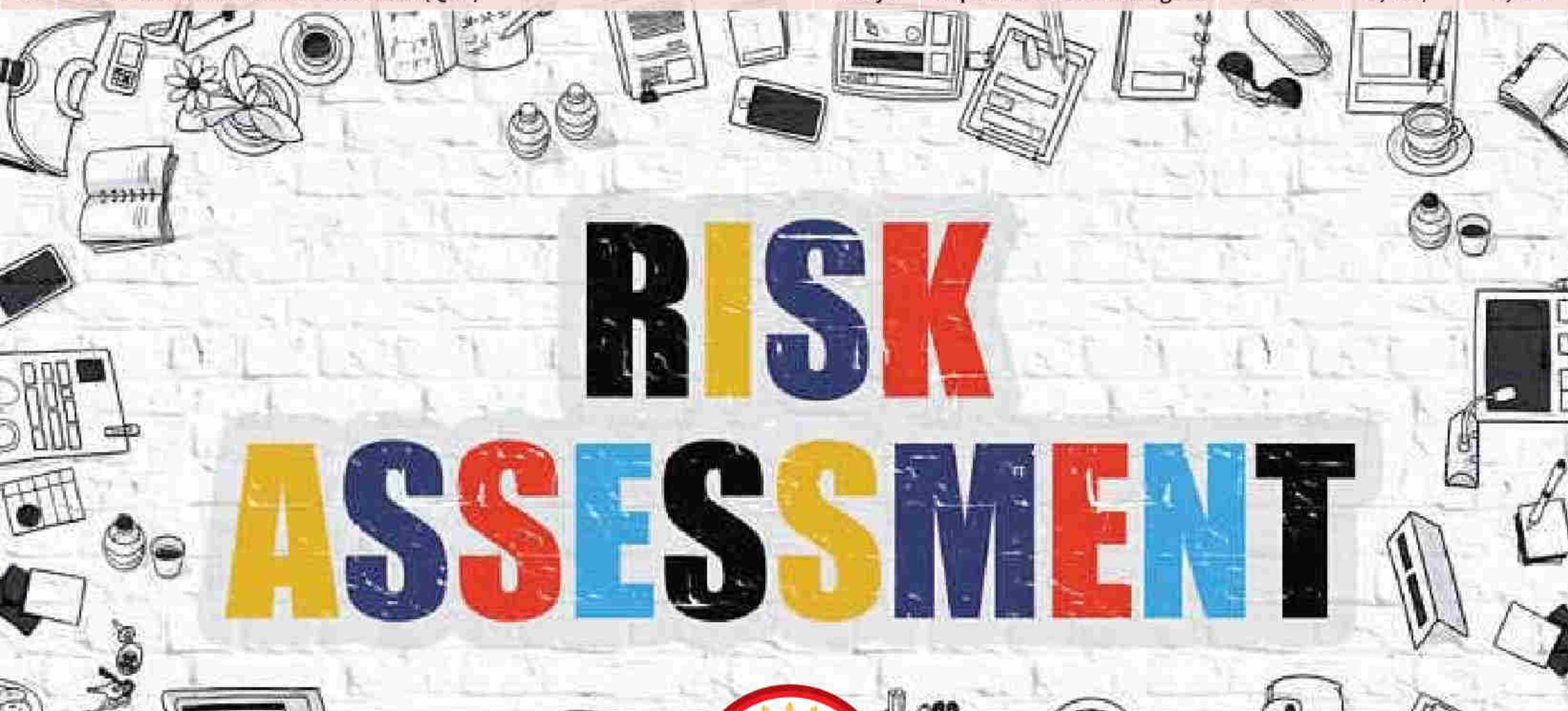


Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 1 Award English Language	3 MONTH	New Learners	20 - 25	6,000/-	N/A
2.	Level 2 Award English Language	6 MONTH	New Working Professional	20 - 25	12,000/-	N/A
3.	Level 3 Award English Language	12 MONTH	Working Professional	20 - 25	20,000/-	N/A
4.	Level 1 A General English Language	3-6 Weeks	Beginner	20 - 25	5,000/-	N/A
5.	Level 1 A Beginner, Elementary	3-6 Weeks	Beginner, Elementary	20 - 25	5,000/-	N/A
6.	Level 2 A PRE-Intermediate	3-6 Weeks	PRE-Intermediate	20 - 25	5,000/-	N/A
7.	Level 1 B Intermediate	3-6 Weeks	Intermediate	20 - 25	5,000/-	N/A
8.	Level 2 B Upper-Intermediate	3-6 Weeks	Upper-Intermediate	20 - 25	5,000/-	N/A
9.	Level 1 C Advanced	3-6 Weeks	Advance Professional	20 - 25	5,000/-	N/A
10.	Level 2 C Advanced	3-6 Weeks	Working Professional	20 - 25	5,000/-	N/A



RISK ASSESSMENT

Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 2 Award in Risk Assessment (QCF)	2 Days	Supervisors	10 - 15	2,000/-	8,000
2.	Level 3 Award in Risk Assessment (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	8,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 3 Award in Assessing Competence in the Work Environment (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	8,000
2.	Level 3 Award in Assessing Vocationally Related Achievement (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	8,000
3.	Level 3 Award in Understanding the Principles and Practices of Assessment (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	8,000
4.	Level 3 Certificate in Assessing Vocational Achievement (QCF)	3 Days	Supervisors and Managers	10 - 15	2,500/-	8,000



Nr.	Modules	Duration	Targeted Audience	Number of Candidates	Fee in SAR Per	
					Candidate	Day
1.	Level 2 Award for Personal License Holders (QCF)	1 Day	Existing Staff	10 - 15	1,000/-	8,000
2.	Level 2 Award In Underage Sales Prevention (QCF)	1 Day	Existing Staff	10 - 15	1,000/-	8,000
3.	Level 6 Scottish Certificate for Personal License Holders (Refresher) at SCQF	10 Days	Supervisors and Managers	10 - 15	5,000/-	6,000
4.	Level 6 Scottish Certificate for Personal License Holders at SCQF	10 Days	Supervisors and Managers	10 - 15	5,000/-	6,000

LICENSING

ISO 22000:2018 Plus FSSC 22000 V5 FOOD SAFETY MANAGEMENT SYSTEM CQI AND IRCA CERTIFIED 5 DAYS LEAD AUDITOR TRAINING COURSE



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