

UK-Qatar Training Manual

كتيب برامج التدريب في المملكة المتحدة وقطر



Quality Center for Academic Advising & Translation

Cambridge Worldwide Academy



مركز الجودة للاستشارات التعليمية والترجمة
كلية كيمبردج العالمية



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شهادات معتمدة دولياً

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Partners in Training



Bringing the best study opportunities, locally and internationally!

مركز الجودة للاستشارات التعليمية والترجمة (كيوكات)

الدوحة - قطر

About QCAAT

Quality Centre for Academic Advising and Translation (QCAAT) is a registered centre in The State of Qatar. We are specialized in helping students to study abroad by providing professional advisory services and placement services at the best language schools and university programs in the UK, USA, Canada, Australia, New Zealand, Ireland, Germany, Malaysia, Morocco, Azerbaijan, and Georgia. Other services include providing accredited training programs in the UK and Qatar for individuals and groups. We also work with UK-based partners for establishing and reforming educational institutions by exporting British education systems overseas through expert advice and consultancy services to investors in education. QCAAT also provides translation and proofreading services in many language pairs, evaluation of academic certificates and assistance with study visas.

مركز الجودة للاستشارات التعليمية والترجمة مركز متخصص في تقديم الاستشارات التعليمية وخدمات القبول والترجمة للطلاب الراغبين في الدراسة في عدة دولة، منها على سبيل المثال بريطانيا والولايات المتحدة وأيرلندا وكندا وأستراليا ونيوزلندا والمانيا والمغرب وأذربيجان وماليزيا، وذلك عبر توفير عروض دراسية من أفضل المعاهد والجامعات بالتعاون مع شركائنا في هذه الدول. يعمل المركز أيضا في تصميم وتقديم الدورات التدريبية القصيرة داخل وخارج دولة قطر، إضافة للتنسيق مع شركائنا في مراكز التدريب الدولية لتقديم الدورات التخصصية للأفراد والمجموعات داخل قطر والمملكة المتحدة بحسب رغبة العملاء. كما يعمل المركز بالتنسيق مع الشركاء في المملكة المتحدة في تأسيس وتأهيل المؤسسات التعليمية (مدارس، كليات، معاهد) عبر توفير الاستشارات ودراسات الجدوى الفنية والأكاديمية ووضع النظم الإدارية وتوفير الكوادر وفق معايير الجودة البريطانية للتعليم. يعمل مركز الجودة أيضا في مجال الترجمة من العربية للإنجليزية والعكس ومعادلة الشهادات الأكاديمية ومساعدة الطلاب في استخراج تأشيرات السفر.

مركز الجودة للاستشارات التعليمية والترجمة مسجل بدولة قطر ويديره نخبة من المختصين في مجال التعليم والخدمات الطلابية.

Vision

To contribute to the nation-building by establishing QCAAT as the Centre of Excellence in providing quality advice to students aspiring for overseas education.

Mission

To provide opportunities for students to study abroad at superior institutions and to transfer the best practices in education and development to education institutions in Qatar.

الرؤية

المساهمة في بناء الأمة عبر تأسيس مركز الجودة للاستشارات التعليمية والترجمة كمركز للتميز في تقديم المشورة للطلاب الراغبين في الدراسة بالخارج.

الرسالة

توفير فرص دراسية بالخارج للطلاب في أفضل المعاهد والجامعات، ونقل أفضل الممارسات الدولية في مجال التعليم والتطوير لمؤسسات التعليم المحلية.

Services

- Advisory and placement services to students aspiring to study abroad at language and university courses
- Coordinating training programs in Qatar and the United Kingdom
- Translation and Proofreading
- International schools startup and reformation
- Information about scholarship and application assistance
- Study visa assistance
- Academic Certificate equivalency services

الخدمات

- مساعدة الطلاب في الحصول على قبول دراسي من الجامعات ومعاهد اللغة الانجليزية
- تنظيم دورات تدريبية وتطويرية في قطر والمملكة المتحدة
- إنشاء وتأهيل مؤسسات التعليم (مدارس – معاهد – كليات)
- توفير المعلومات عن المنح الدراسية الدولية ومساعدة الطلاب في التقديم
- المساعدة في استخراج تأشيرات السفر
- الترجمة المعتمدة للمستندات
- معادلة الشهادات الأكاديمية

Disclaimer

Information contained in this manual is updated regularly, therefore courses list and prices may change overtime due to inflation or the location for the program. Please contact us for the recent update.

Content

Course	Page
▪ Business Administration	
▪ Information Technology	
▪ Catering & Hospitality	
▪ Childcare & Early Education	
▪ Construction	
▪ Engineering	
▪ Hair and Beauty	
▪ Health & Social Care	
▪ Management and Professional courses	
▪ Science	
▪ Warehousing & Logistics	
▪ Teacher Training	
▪ English	
▪ Others	

Business Administration

Course Title	Duration	Fees	Comment
Business Administration	Flexible	A. £6000/year B. £1500/wk for 1:1 C. £500/wk in a group	A. Delivery in UK, Cambridge, London, Morocco and Qatar B. Can deliver in other locations to meet special/individual requests
Business Administration	Flexible	A. £6000/year B. £1500/wk for 1:1 C. £500/wk in a group	As above
Business Improvement Techniques	Flexible	A. £6000/year B. £1500/wk for 1:1 C. £500/wk in a group	As above
Customer Service	Flexible	A. £6000/year B. £1500/wk for 1:1 C. £500/wk in a group	As above
Retail	Flexible	A. £6000/year B. £1500/wk for 1:1 C. £500/wk in a group	As above
Start a Small Business	1 - 10 weeks Alternative durations available	£500/wk in a group	As above
Executive Office Administration	Flexible	A. £6000/yr B. £1500/wk for 1:1 C. £500/wk in a group	As above
Report Writing	Flexible	£500/wk in a group	As above

Secretarial Skills	Flexible	A. £6000/yr. B. £1500/wk for 1:1 C. £500/wk in a group	As above
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Information Technology

Course Title	Duration	Fees	Comment
Graphic Design	Flexible	A. £6000/yr. B. £1500/wk for 1:1 C. £500/wk in a group	As above
Social Media and Digital Marketing	Flexible	A. £6000/yr. B. £1500/wk for 1:1 C. £500/wk in a group	As above
Advanced Digital Communications	Flexible	A. £6000/yr B. £1500/wk for 1:1 C. £500/wk in a group	As above
Information Technology		A. £6000/yr B. £1500/wk for 1:1 C. £500/wk in a group	As above
Software Programming	1 - 10 weeks Alternative durations available	£500/wk in a group	As above

Cyber Security

Certified In Risk And Information Systems Control (CRISC)	40 hours	£12,000	As above
Certified Ethical Hacker (CEH) v9.0	40 hours	£5500	Including Exams As above
Certified In The Governance Of Enterprise	40 hours	£12,000	As above

It (CGEIT)			
Certified Information Security Manager (CISM)	40 hours	£12,000	As above
Certified Information Systems Auditor (CISA)	40 hours	£12,000	As above
Cyber Security Nexus™ (CSX) - Fundamentals	40 hours	£12,000	As above
Cyber Security Nexus Foundation (CSXf)	2 weeks	£7000	<ul style="list-style-type: none"> • Location London • 10 trainees minimum • Includes course manual • Review of questions & answers with explanation manual • Exam voucher • Accommodation with breakfast in 3\4 star hotel • London airports pickup
Cyber Security Nexus Practitioner (CSXp)	2 weeks	£7000	
Certified Information Systems Auditor (CISA)	2 weeks	£7000	
Certified Information Systems Manager (CISM)	2 weeks	£7000	
Certified In Risk And Information Systems Control (CRISC)	2 weeks	£7000	
Certified In The Governance Of Enterprise It (CGEIT)	2 weeks	£7000	
Certified Ethical Hacker (CEH)	2 weeks	£7000	
Certified Information Systems Security Professional (CISSP)	2 weeks	£7000	

Catering & Hospitality

Course	Duration	Fees	Comment
Food and/ or Beverage Service	Flexible	£6000/year	As above
Food Production and Cooking	Flexible	£6000/year	As above
Food Industry Skills/ Food Manufacturing	Flexible	£6000/year	As above
Front of House Reception	Flexible	£6000/year	As above
Hospitality – Customer	Flexible	£6000/year	As above

Service			
Hospitality Services (multi-skilled)	Flexible	£6000/year	As above
Hospitality Supervision & Leadership	Flexible	£6000/year	As above
Kitchen Services	Flexible	£6000/year	As above
Professional Cookery	Flexible	£6000/year	As above
HOSPITALITY SERVICE			
Hospitality Supervision & Leadership	Flexible	£6000/year	As above
Food Safety in Catering	1 - 2 weeks Alternative durations available	£500/wk in a group	As above

Children & Early Education

Course	Duration	Fees	Comment
Childcare	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Supporting Teaching & Learning	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Advanced Early Years, Play work and Education	1-54 weeks Alternative durations available	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Leadership for Children & Young People's Services	1 – 54 weeks Alternative durations available	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above

Construction

Course	Duration	Fees	Comment
Construction Site Management	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Electrical Installation (Electrician)	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Heating & Ventilation (Domestic)	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Health & Safety in a Construction Environment	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Energy Economics & Renewable energy	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Welding & Fabrication	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above

Engineering

Course	Duration	Fees	Comment
Health, Safety & Risk Assessment in Engineering	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Advanced Civil Engineering	Flexible	A. £6000/year	As above

		B. £1800/wk for 1:1 C. £700/wk in a group	
Engineering Maintenance & Installation	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Improving Operational Performance	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Installation & Commissioning	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Mechanical Manufacturing	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
ENGINEERING – CAD			
Engineering Design	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Engineering Drawing Techniques	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Computer-aided Design & Manufacture	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Introduction to AutoCAD	1 - 17 weeks Alternative	A. £6000/year B. £1800/wk for 1:1	As above

	<p>durations available</p> <p>1 - 17 weeks</p> <p>Alternative durations available</p>	<p>C. £700/wk in a group</p> <p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a group</p>	
AutoCAD	<p>1 - 17 weeks</p> <p>Alternative durations available</p>	<p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a group</p>	As above
Introduction to 3D Modelling & 3D Printing	<p>1 - 5 weeks</p> <p>Alternative durations available</p>	<p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a group</p>	As above
ELECTRONIC ENGINEERING			
Advanced Electronics	<p>1 - 10 weeks</p> <p>Alternative durations available</p>	<p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a group</p>	As above
Safety of Electrical Installations	Flexible	<p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a group</p>	As above
Electrical & Electronic Engineering	Flexible	<p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a group</p>	As above
Designing Electrical Networks for Buildings	Flexible	<p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a group</p>	As above
Electrical Utility System Operations	Flexible	<p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a group</p>	As above
Electrical Engineering (Maintenance for Technicians)	Flexible	<p>A. £6000/year</p> <p>B. £1800/wk for 1:1</p> <p>C. £700/wk in a</p>	As above

		group	
MECHANICAL/MANUFACTURING ENGINEERING			
Performing Engineering Operations	1 – 36 weeks Alternative durations available	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Mechanical Maintenance for Technicians	Flexible	A. £6000/year B. £1800/wk for 1:1 C. £700/wk in a group	As above
Mechanical and Maritime Engineering	Flexible	£26,000/year	

Hair & Beauty

Course	Duration	Fees	Comment
Beauty Therapy	Flexible	A. £6000/year B. £600/wk	As above
Hairdressing	Flexible	A. £6000/year B. £600/wk	As above
BEAUTY THERAPY			
MAKE UP			
Airbrush Make-up	1 - 4 weeks Alternative durations available	£600/wk	As above
Style and Fit Postiche	1 - 10 weeks Alternative durations available	£600/wk	As above
Fashion and Photographic Make-up	1 - 10 weeks Alternative durations available	£600/wk	As above

Media Make-up	1 - 10 weeks Alternative durations available	£600/wk	As above
Advanced Theatrical and Media Make-Up	1 - 20 weeks Alternative durations available	£600/wk	As above
NAILS			
Manicure and Pedicure	1 - 18 weeks Alternative durations available	£600/wk	As above
Nail Technology	1 - 10 weeks Alternative durations available	£600/wk	As above
HAIR			
Bridal Hair	1 - 10 weeks Alternative durations available	£600/wk	As above

Health & Social Care

Course	Duration	Fees	Comment
Healthcare Services Support	Flexible	£600/wk	As above
Management of Health Centres	Flexible	£600/wk	As above
Leadership for Health & Social Care	1 – 54 weeks Alternative durations	A. £6000/year B. £600/wk in a group	As above

	available		
Advanced First Aid Training	Flexible	A. £6000/year B. £600/wk in a group	As above
Occupational Health & Safety	Flexible	A. £6000/year B. £600/wk in a group	As above

Management & Professional Courses

Course	Duration	Fees	Comment
Accounting	Flexible	A. £6000/year B. £600/wk in a group	As above
Analysing Company Accounts	Flexible	A. £6000/year B. £600/wk in a group	As above
Purchasing & Warehousing Accountancy	Flexible	A. £6000/year B. £600/wk in a group	As above
Budgetary & Cost Control	Flexible	A. £6000/year B. £600/wk in a group	As above
Employability Skills	Flexible	A. £6000/year B. £600/wk in a group	As above
Hospital Management	Flexible	A. £6000/year B. £600/wk in a group	As above
Port Management	Flexible	A. £6000/year B. £600/wk in a group	As above
Maritime Communications	Flexible	A. £6000/year	As above

		B. £600/wk in a group	
Maritime Engineering	Flexible	A. £6000/year B. £600/wk in a group	As above
Identification of Training Needs	Flexible	A. £6000/year B. £600/wk in a group	As above
Inventory Management	Flexible	A. £6000/year B. £600/wk in a group	As above
Quality Management	Flexible	A. £6000/year B. £600/wk in a group	As above
Management & Security of Documents	Flexible	A. £6000/year B. £600/wk in a group	As above
Negotiation & Contracting Skills	Flexible	A. £6000/year B. £600/wk in a group	As above
Presentation Skills	Flexible	A. £6000/year B. £600/wk in a group	As above
Project Management	Flexible	A. £6000/year B. £600/wk in a group	As above
Building and Retaining Customer Relationships	flexible	A. £6000/year B. £600/wk in a group	As above
Project Design, Implementation & Evaluation	Flexible	A. £6000/year B. £600/wk in a group	As above
Sales	Flexible	A. £6000/year	As above

		B. £600/wk in a group	
Human Resources Development			
Leadership and Management Skills for HRD Directors	2 weeks	£9,900	(ILM) approved courses
Strategic Leadership and Management for Professionals	2 weeks	£9,900	
Leadership and Management Skills for HRD Managers	2 weeks	£9,900	

Warehouse and Logistics

Course	Duration	Fees	Comment
Purchasing & Warehousing	Flexible	A. £7000/yr B. £700/wk in a group	As above
Logistics & Supply Chain Management	Flexible	A. £7000/yr B. £700/wk in a group	As above
Stores & Materials Management	Flexible	A. £7000/yr B. £700/wk in a group	As above
Warehouse Classification	Flexible	A. £7000/yr B. £700/wk in a group	As above
Warehouse, Materials Supply & Handling Management	Flexible	A. £7000/yr B. £700/wk in a group	As above
Warehousing, Materials & Purchasing Management	Flexible	A. £7000/yr B. £700/wk in a group	As above
Port Logistics	Flexible	£24,000/Year	As above

Port Operations	Flexible	£24,000/Year	As above
Logistics and Transport	Flexible	A. £7000/yr B. £700/wk in a group	As above
Material and Stock Control	Flexible	A. £7000/yr B. £700/wk in a group	As above
Materials and Purchasing Management	Flexible	A. £7000/yr B. £700/wk in a group	As above

Teacher Training

Course	Duration	Fees	Comment
Teacher Training	Flexible	£700/wk	As above
Training the Trainer	Flexible	£700/wk	As above
Specialist Support for Teaching and Learning in Schools	1 – 36 weeks Alternative durations available	£1000/wk	As above
Working with Dyslexia	1 - 11 weeks Alternative durations available	£1000/wk	As above
Leading the Internal Quality Assurance of Assessment Processes & Practice	1 - 30 weeks Alternative durations available	£1000/wk	As above
Internal Quality Assurance of Assessment Processes & Practice	1 – 36 weeks Alternative durations available	£1000/wk	As above

English

Course	Duration	Fees	Comment
English for Public Relations	Flexible	£225-£300/wk	As above
English for Telecommunications	Flexible	£225-£300/wk	As above
English for Textile	Flexible	£225-£300/wk	As above
English for International Trade	Flexible	£225-£300/wk	As above
English for Military Purposes	Flexible	A£225-£300/wk	As above
English for Negotiation skills	Flexible	£225-£300/wk	As above
English for Business	Flexible	£225-£300/wk	As above
English for Law	Flexible	£225-£300/wk	As above
English for Engineering	Flexible	£225-£300/wk	As above
English for Finance	Flexible	£225-£300/wk	As above
English for Medicine	Flexible	£225-£300/wk	As above
English for aviation	Flexible	£225-£300/wk	As above
English for Science	Flexible	£225-£300/wk	As above
English for Oil and Gas	Flexible	£225-£300/wk	As above
English for Hospitality	Flexible	£225-£300/wk	As above
English for Social Care	Flexible	£225-£300/wk	As above
English for Management	Flexible	£225-£300/wk	As above
English for Accountancy/ Auditing	Flexible	£225-£300/wk	As above
English for Logistics	Flexible	£225-£300/wk	As above
English for Computing	Flexible	£225-£300/wk	As above
English for Travel and Tourism	Flexible	£225-£300/wk	As above
English for Music	Flexible	£225-£300/wk	As above
English for Art and Design	Flexible	£225-£300/wk	As above

