



الكلية التقنية العالمية بمحايل عسير
International Technical College at Maha'el Asseer

المشغل
Operated By



INTERNATIONAL TECHNICAL COLLEGE
AT MAHA'EL ASSER

COLLEGE BOOK

2017-2018

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1 INTERNATIONAL TECHNICAL COLLEGE AT MAHA'EL ASSER

1.1 Introduction

In 2013, an agreement between the Saudi Technical and Vocational Training Corporation (TVTC) and **Mondragon Educación Internacional** (MEI), was signed to create a new vocational College of Excellence in Muhayil, in the region of Asir (Kingdom of Saudi Arabia). This college, renamed as **International Technical College at Maha'el Asseer** in 2017, was created to provide the community of Asir with a world class technical training, adapted to the context of Saudi Arabia and to the needs of its industrial network.

The college plays an important role increasing the number of qualified professionals in the region of Asir by emphasizing both on the acquisition of technical skills and the professional discipline valued by employers.

The scope of the college is set for any student graduating from High School or Industrial Institutes, offering a training plan centred in two stages:

1. Foundation as an initial term to level up the knowledge among all students, and orientate them into the different diplomas available at the college.
2. Vocational Training in:
 - Business (Small Business Management)
 - Electrical Technology
 - IT Technical Support (Network Support)

1.2 Educational Model

The educational model of the college is based on a 6 semester training:

- The first term (Foundation) focuses on subjects such as English, IT and Basic Skills which students must successfully complete in order to start the vocational training.
- The following terms focus in the vocational training, covering the following areas of study: English, Employability Skills and technical subjects related to the different diplomas.

At the end of the 4th and 6th terms, the students will receive the correspondent Associate Diploma and Diploma, certificating the achieved competences demanded by Saudi Skills Standards (SSS).



1.3 Vision, Mission, Principles and Values

Vision

To become a College of national reference for Vocational Training in the Kingdom of Saudi Arabia.

Mission

To serve the people of the region of Asir, preparing technicians with worldwide vision in specialized vocational training fields.

Principles

- Learning by doing approach, where practice prevails over theory.
- Life-long learning, providing our students with attitudes and skills that enable them to continue learning throughout their professional life.
- Employability, promoting interaction with local employers and self-employment.

Values

- Cooperation, promoting the development of people and teamwork.
- Commitment, with the College, the productive sector and KSA.
- Effort, as individuals and as a collective.

1.4 Aims and Objectives

The college aims to offer the community of Asir a new educational model, contributing to the social and economic development of the region.

To be able to achieve this aim, the college sets the following objectives:

- To build a solid team with highly qualified and committed teachers.
- To provide the region with a successful educational model aligned with companies' needs.
- To prepare the students to be qualified professionals in the future.
- To provide the students with employment opportunities by creating a professional network within the community.



2 CURRICULUM

2.1 Methodological principles

The following principles will underpin the college's curriculum:

- **Cooperation:** synergy in relationships with co-workers and the environment will be encouraged
- **Discipline:** rules in both personal and organizational areas will be followed
- **Commitment:** loyalty to the College will be established and this will be transferred to the workplace
- **Entrepreneurship:** self-employment in a less industrialized area will be encouraged
- **Innovation:** alternative ways for delivering higher value will be encouraged
- **Excellence:** all activities will be conducted correctly at all times

2.2 Learning plan

The curriculum in the college covers 3 years, divided into semesters.

- **Year 1:** Foundation and Level 1
- **Year 2:** Level 2 and Level 3
- **Year 3:** Level 4 and Level 5

The Foundation level is designed to introduce the students to the language, skills and regulations that are considered essential in the subsequent levels.

Levels 1 to 5 develop the qualifications required by Saudi Skills Standards.

The chart below explains the distribution of content across the 3 years of training:



Subjects	Year 1		Year 2		Year 3	
	Foundation	Level 1	Level 2	Level 3	Level 4	Level 5
English	10 hours (English)	10 hours (English)	10 hours (English)	10 hours (English)	10 hours (English)	10 hours (English)
IT	6 hours (Arabic)	6 hours (Arabic)	-	-	-	-
Basic Skills	12 hours (English/Arabic)	-	-	-	-	-
Vocational Training	-	12 hours (English/Arabic)	18 hours (English/Arabic)	18 hours (English/Arabic)	18 hours (English)	18 hours (English)
On Job Training	-	-	-	200 OJT hours *	-	200/400 OJT hours *
Employability	2 hours (English/Arabic)	2 hours (English/Arabic)	2 hours (English/Arabic)	2 hours (English/Arabic)	2 hours (English/Arabic)	2 hours (English/Arabic)
TOTAL	30 hours/week	30 hours/week	30 hours/week	30 hours/week	30 hours/week	30 hours/week

*** On job training:** As a general rule, the students perform the on the job training at the end of the qualifications, to finish developing their professional competences and adjust them to the real demands of the job market.

Should any suitable opportunity arise, the best eligible students are put forward to combine the lessons with on the job training.

It is a decision of both the student and the employer to move into a work agreement after completing the OJT hours required for each of the qualifications.



2.3 Internal assessments

The college conducts internal assessments as part of the teaching and learning process. These assessments will be included in the students' performance records and will help the College determine the students' progression at the end of each semester. Failing to progress without justification might mean the student is subject to disciplinary action, including dismissal.

CoE requires colleges to assign a grade for internal assessments which should be converted to a grade point average (GPA). The following table shows the conversion from percentage grades into GPA grades:

GPA	1.00	2.00	2.50	3.00	3.50	4.00	4.50	4.75	5.00
%	0-59	60-64	65-69	70-74	75-79	80-85	85-90	90-95	95-100

2.4 External assessments

The curriculum has been structured to meet the external testing requirements in IT (Basic Cambridge International IT Skills Certificate), English (Cambridge Preliminary English Test (PET)) and vocational training (portfolio, computer-based test (CBT) and Capstone).

Students are expected to have successfully completed the IT and English external assessments by the end of the final academic year. They are entitled to 3 opportunities per exam as guided by their teacher, with at least one attempt per year, with the exception of PET which can only be taken a maximum of twice, both in the final year.

The eligibility criteria to be entered for the assessments are:

- Attendance: minimum of 60% of attendance
- Internal assessments: attend all internal assessments
- Portfolio: complete the portfolio

The chart below explains the distribution of external assessments during the 3 years of training:

Subjects	Year 1		Year 2		Year 3	
	Foundation	Level 1	Level 2	Level 3	Level 4	Level 5
English			PET	PET	PET	PET
IT	CIT (Windows & Internet)	CIT (Word & Excel)				
Vocational Training				Portfolio Capstone CBT		Portfolio Capstone CBT

2.5 Student progression

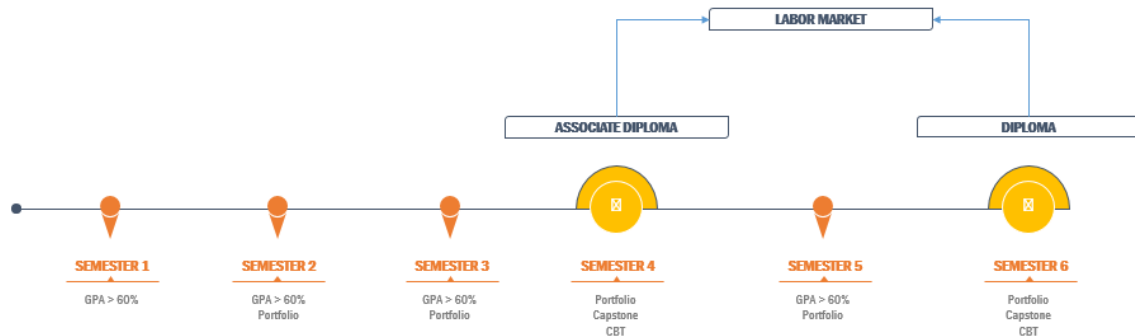
The student progression path is defined as follows:

- **Foundation level:** average mark of 60% or above (GPA 2 or above)
- **Level 1:** average mark of 60% or above (GPA 2 or above) and portfolio
- **Level 2:** average mark of 60% or above (GPA 2 or above) and portfolio
- **Level 3:** average mark of 60% or above (GPA 2 or above) and completion of external assessments: portfolio, capstone, CBT and PET (CEFR A2)
- **Level 4:** average mark of 60% or above (GPA 2 or above) and portfolio
- **Level 5:** average mark of 60% or above (GPA 2 or above) and completion of external assessments: portfolio, capstone, CBT and PET (CEFR B1)

In the case of failing a course, students are entitled to re-sit the whole semester once at most. Failing a course for the second time may lead to the student being dismissed from College.



Timeline



2.6 Qualifications

After completion of each academic year, students will be rewarded with the following qualifications:

- **Associate Diploma:** after successfully completing Year 2 and external assessments: portfolio, capstone, CBT, PET (CEFR A2) and 200 OJT hours.
- **Diploma:** after successfully completing Year 3 and external assessments: portfolio, capstone, CBT, PET (CEFR B1) and 200 OJT hours.



Curriculum breakdown – Electrical Technology

Foundation Year - Pathway: Electrical Technology (1020 GLH)

Semester 1						Semester 2					
Courses	Month1	Month2	Month3	Month4	TOTAL	Courses	Month1	Month2	Month3	Month4	TOTAL
F - English	40	40	40	50	170	L1 - English	40	40	40	50	170
F - IT	24	24	24	30	102	L1 - IT	24	24	24	30	102
F - Basic Skills	48	48	48	60	204	L1 - Elec Fundamentals	36	30	26	18	110
Islamic Work Ethics	8	8	8	10	34	L1 - Elec Instrumentals	12	18	22	42	94
					510	Employability	8	8	8	10	34
											510

Associate Diploma - Pathway: Electrical Technology (1020 GLH)

Semester 3						Semester 4					
Course hours	Month1	Month2	Month3	Month4	TOTAL	Course hours	Month1	Month2	Month3	Month4	TOTAL
L2 - English	40	40	40	50	170	L3 - English	40	40	40	50	170
L2 - Elec Fundamentals	48	48	42	45	183	L3 - Elec Fundamentals	24	24	24	46	118
L2 - Elec Practical	24	24	30	45	123	L3 - Elec Instrumentals	48	48	12	0	108
Employability	8	8	8	10	34	L3 - Elec Practical	0	0	36	44	80
					510	Employability	8	8	8	10	34
											510

On the Job Training

200 hours to be performed at the end of the qualification

Diploma - Pathway: Electrical Technology (1020 GLH)

Semester 5						Semester 6					
Course hours	Month1	Month2	Month3	Month4	TOTAL	Course hours	Month1	Month2	Month3	Month4	TOTAL
L4 - English	40	40	40	50	170	L5 - English	40	40	40	50	170
L4 - Elec Fundamentals	32	32	16	0	80	L5 - Elec Fundamentals	36	36	0	0	72
L4 - Elec Instrumentals	24	24	28	40	116	L5 - Elec Instrumentals	36	36	0	0	72
L4 - Elec Practical	16	16	28	50	110	L5 - Elec Practical	0	0	72	90	162
Employability	8	8	8	10	34	Employability	8	8	8	10	34
					510						510

On the Job Training

200 hours to be performed at the end of the qualification



Curriculum breakdown – Business

Foundation Year - Pathway: Business (1020 GLH)

Semester 1						Semester 2					
Courses	Month1	Month2	Month3	Month4	TOTAL	Courses	Month1	Month2	Month3	Month4	TOTAL
F - English	40	40	40	50	170	L1 - English	40	40	40	50	170
F - IT	24	24	24	30	102	L1 - IT	24	24	24	30	102
F - Basic Skills	48	48	48	60	204	L1 - Basic Computer Skills	32	32	32	40	136
Islamic Work Ethics	8	8	8	10	34	L1 - Record Keeping	16	16	16	20	68
					510	Employability	8	8	8	10	34
											510

Associate Diploma - Pathway: Business (1020 GLH)

Semester 3						Semester 4					
Course hours	Month1	Month2	Month3	Month4	TOTAL	Course hours	Month1	Month2	Month3	Month4	TOTAL
L2 - English	40	40	40	50	170	L3 - English	40	40	40	50	170
L2 - Accounting I	40	40	40	50	170	L3 - Personal Organization II	8	8	8	10	34
L2 - Sales Management I	24	24	24	30	102	L3 - Risk Assessment	40	40	40	50	170
L2 - Personal Organization I	8	8	8	10	34	L3 - Risk Prevention	24	24	24	30	102
Employability	8	8	8	10	34	Employability	8	8	8	10	34
					510						510

On the Job Training

200 hours to be performed at the end of the qualification

Diploma - Pathway: Business - Small Business Management (1020 GLH)

Semester 5						Semester 6					
Course hours	Month1	Month2	Month3	Month4	TOTAL	Course hours	Month1	Month2	Month3	Month4	TOTAL
L4 - English	40	40	40	50	170	L5 - English	40	40	40	50	170
L4 - Business Projects	32	32	32	40	136	L5 - Accounting II	20	20	20	25	85
L4 - Business Documentation	20	20	20	25	85	L5 - Record Keeping II	12	12	12	15	51
L4 - Business Relationship	20	20	20	25	85	L5 - Sales Management II	40	40	40	50	170
Employability	8	8	8	10	34	Employability	8	8	8	10	34
					510						510

On the Job Training

200 hours to be performed at the end of the qualification



Curriculum breakdown – IT Technical Support

Foundation Year - Pathway: IT Technical Support (1020 GLH)

Semester 1						Semester 2					
Courses	Month1	Month2	Month3	Month4	TOTAL	Courses	Month1	Month2	Month3	Month4	TOTAL
F - English	40	40	40	50	170	L1 - English	40	40	40	50	170
F - IT	24	24	24	30	102	L1 - IT	24	24	24	30	102
F - Basic Skills	48	48	48	60	204	L1 - IT Work	40	40	40	50	170
Islamic Work Ethics	8	8	8	10	34	L1 - Software Systems	8	8	8	10	34
					510	Employability	8	8	8	10	34
											510

Associate Diploma - Pathway: IT Technical Support (1020 GLH)

Semester 3						Semester 4					
Course hours	Month1	Month2	Month3	Month4	TOTAL	Course hours	Month1	Month2	Month3	Month4	TOTAL
L2 - English	40	40	40	50	170	L3 - English	40	40	40	50	170
L2 - IT Work	48	48	48	60	204	L3 - Software Systems	48	48	48	60	204
L2 - Hardware	24	24	24	30	102	L3 - Network	24	24	24	30	102
Employability	8	8	8	10	34	Employability	8	8	8	10	34
					510						510

On the Job Training

200 hours to be performed at the end of the qualification



3 ATTENDANCE

Students enrolled at the college are expected to be punctual and attend all lessons.

3.1 Class attendance

- The college policy requires students to be punctual and attend all their classes
- Exceptions for attendance may be given for situations of illness and emergencies, supported by original documentary evidence. If the documentary evidence is not original or not sufficient, the non-attendance policy will be applied
- Teachers register attendance for each class and update the attendance spreadsheet in the Drive system on a daily basis
- In the event of the regular teacher being absent, the covering teacher will register the attendance

3.2 Non attendance

- When attendance is less than 80%, the students will be subject to disciplinary action unless there is a valid justification
- Disciplinary actions may involve warning letters, compulsory counselling, contacting their parents, loss of rights to sit final or external exams, and/or dismissal
- If a student fails to improve his attendance after receiving two warning letters, he will be given a notice of intention of dismissal. If the student cannot justify his absenteeism, he will be dismissed from the college and CoE will be informed, leading to withdrawal of the student's stipend
- The college will provide the students with the opportunity to recover missed classes through different activities (support classes, extracurricular activities...)

3.3 Late students

Students are expected to arrive in class on time. In the event of a student arriving late, he will be marked as follows:

- **Present:** 0 – 5 minutes late. The student is allowed to join the class
- **Late:** 5 – 10 minutes late. The student is allowed to join the class but is marked as late
- **Absent:** more than 10 minutes late. The student is not allowed to join the class and is sent to the late students' classroom. As an exception for Period 1, students are granted up to 15 minutes before being marked absent



3.4 Authorised absences

The following absences are considered as authorised absences, as per the College Regulations:

- **Medical absences**
 - Chronic conditions which may prevent attendance for a time
 - Short illnesses that might preclude attendance for a period of time
 - Accidents which may result in the inability to attend college for a time, e.g., broken leg
 - Hospital admission
 - Medical treatments overseas
 - Temporary mental illnesses
- **Family**
 - Death of a close family member such as parent, child, grandparent, or sibling
- **Other**
 - Attendance at court as witness or defendant
 - Special cases will be revised by the Academic Director subject to the Dean's approval

3.5 Non authorised absences

The following absences are considered as not authorised absences, as per the College Regulations guidelines.

- **Performing Hajj or Umrah**
- **Prayer Times**
- **Short-term illnesses:** short term illnesses as colds, toothaches, mild conjunctivitis, and headaches do not count as mitigating circumstances



4 STUDENT REGULATIONS

Students are expected to show respect at all times for teachers, other school staff and all other people working in the College, as well as to fulfil the College regulations.

4.1 Code of conduct

Students must:

- Comply with all the policies of the College and the laws of the Kingdom of Saudi Arabia and accept that flouting such laws and policies while attending college will result in disciplinary action
- Respect all students and members of staff at all times
- Participate in all classroom activities
- Pack up all their belongings from the classroom and leave it clean and tidy. All rubbish is to be placed into the bins provided
- Report any safety hazard as soon as possible to any staff member
- Wear the College uniform according to their course. Yellow for Foundation level, blue for Associate Diploma levels (levels 1, 2 and 3) and green for Diploma levels (levels 4 and 5)
- Wear their student ID card in a visible place

Students must not:

- Misuse their mobile phones in the classroom
- Eat or drink in the classroom, other than water. In the laboratories, no food or drinks will be allowed
- Wear rings, necklaces, bracelets and other kinds of jewellery in the laboratories
- Smoke inside any of the buildings. A smoking area will be designated in the exteriors
- Engage in behaviour that infringes the safety and rights of others, such as harassment, bullying, or illegal and anti-social behaviour of any kind.
- Break any KSA law. Where a student is found to be breaking a KSA law they will be referred to the relevant authorities for prosecution



5 STUDENT SUPPORT

Students are expected to show respect at all times for teachers, other school staff and all other people working in the College, as well as to fulfil the College regulations.

5.1 Student services

Different services are offered at our College. Check the College timetables, regulations and activities schedule at the Student Affairs office.

- Learning Resources Centre
- Library
- Cafeteria
- Sport facilities

5.2 Counselling and orientation

Your class tutor, the Counselling Department and the Student Affairs office will support you with educational, academic and professional orientation.

- Individual counselling
- Tutor and counsellor support
- Vocational orientation
- Career orientation

5.3 Complaints

In the event a student wants to log a formal complaint, there are complaint forms available. These can be filled in with the assistance of a counsellor and addressed to the Dean.

5.4 College activities

Professional, cultural and sport activities are held each term at the College. Check the College boards for more information and news.

5.5 Mondragon Awards

Awards for the best students to encourage the relationship with Mondragon environment. You can collect the awards regulations from the Student Affairs office.



Notes

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