

GREEN LINE TRAINING INSTITUTE

 معهد الخط الأخضر للتدريب Green Line Training Institute			
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Certificate issuance procedure

Introduction:

This Policy/Procedure describes the specifications for the contents of certification documentation issued for subjects and courses completed at GLTI, and in accordance with Ministry of Labour (MOL)/National Training Fund(NTF) Standards.

This Policy applies to academic certification issued to:

- All students who have completed all or part of the requirements for a qualification listed in GLTI, including single subjects or double and joint qualifications; and
- Vocational Education and Training (VET) students who have met all or part of the requirements for a qualification that is provided by GLTI and approved or awarded by external bodies.

Policy Statement:

- GLTI will issue relevant academic / training certification to students according to the level of attainment of all or part of the requirements for a qualification recognized within the MOL/NTF framework.
- GLTI issues certification via a digital platform and in hard copies in accordance with these procedures.
- All academic certification is prepared in formats aligned with MOL/NTF requirements.

Types of Academic Certification

Transcripts

An academic transcript (or statement of attainment) is an official record of studies at GLTI and contains all course attempts, subjects undertaken and any advanced standing/credit that has been granted. The academic transcript reflects enrolment GLTI at the time it is printed or accessed via the

GREEN LINE TRAINING INSTITUTE

online platform and is available at any time during the completion of a course or subject. Final Transcripts are issued on completion of an individual course.

Paper/ Electronic Certificates

- Certificate is an official document issued on graduation that includes the full title of the qualification awarded along with majors.
- External awarding bodies may issue (Electronic Certificate versions) alongside paper ones.

Methods of Issuance

VET Academic Documentation

All academic documentation for VET students is issued in hard copy and within 30 calendar days of the student exiting their course or completing their final assessment.

Academic Education Documentation

Documents issued in digital format will include a statement advising the document is officially certified by the GLTI / MOL or any other local awarding body.

Transcripts

- Academic transcripts are available as digital versions via an online platform and hard copies may be collected at the end of a subject or course.
- Final Academic Certificates are available as digital versions via an online platform following course completion free of charge.

All Academic Documentation

Printing

- GLTI will arrange for the printing of a certificates from the student information system for presentation on graduation.
- Academic transcript blanks for printing will be held in a secure location under the control of Administration.