

Institute of Banking Studies

IBS Policy for IDL Trainers Selection and Continuous Development

1. INTRODUCTION

Since Institute of Banking Studies (IBS) started lately to deliver Interactive Distance Learning (IDL) training and development activities to all employers/nominating institutions mainly the banking and financial sectors' institutions, and all other interested institutions and individuals. IBS rely on high caliber part-time experienced trainers/facilitators to implement and facilitate IBS IDL training activities. Accordingly, and in order to ensure and guarantee the overall quality of the trainings offered at IBS to develop the knowledge and skills of the employers' trainees positively, and to assure achievement of the intended learning objectives from each course/ program professionally; IBS set this policy to clarify the required competencies for IBS approved/accredited trainers, in addition to the orientation and the continuous development plans for its trainers for delivering IDL training activities.

2. GENERAL POLICY STATEMENT

- In order to deliver IBS newly launched Interactive Distance Learning (IDL) training activities according to the highest learning standards; IBS employs as part-timers highly qualified practitioners to implement and facilitate those activities. The part-time trainers are mainly attracted from the banking and financial sectors or any houses of expertise that can assist IBS to achieve its mission and objectives.
- IBS have a team of trainers specializing in the different fields of IBS training activities whom are capable to deliver trainings using IDL methodology. Nevertheless, IBS on a regular basis looks for new trainers to enrich its pool depending on specific competencies and requirements.
- IBS recently announces on public via its announcements boards, website, certain social communication pages, or any other mean the expected requirements from any trainer in order to be approved within IBS part-time trainers.
- IBS officially informs in advance any assigned trainer to deliver an IDL training activity with the following issues:
 - A. IBS expectations and requirements from each approved trainer during the meeting and/or the orientation session; which will be documented through an official assignment letter signed by IBS Director to keep each trainer aware about his/her rights and responsibilities in order to guarantee a constant fruitful cooperation with any assigned trainer.
 - B. A detailed guiding manual will be attached to the official assignment letter describing the functionalities and options of the used software (MS Teams or Zoom) to deliver the IDL training activity. The manual will cover all the needed steps starting from the

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basics with illustrated screen for each step and a short videos links wherever available after each step.

- IBS requirements to **accredit a new trainer** to be part of IBS IDL activities part-time trainers:
 1. Work experience in the related field (at least for Two years).
 2. Training experience (at least two Class-Based training activities).
 3. Virtual training experience is an advantage.
 4. Minimum of a Bachelor degree (or at least High College Diploma with five years of work experience).
 5. A specialized approved certification in training and/or facilitation techniques (e.g. Train the Trainer (TTT), Train of Trainer (TOT), Certified Professional in Learning and Performance (CPLP) ...etc.) is an advantage.
 6. International certification in a related training's field is an advantage ;while for International Certification Programs the trainer must be a holder of the related certification that he will deliver training in (unless the trainer is been provided/approved by the issuing body of the certification according to agreed-upon criteria with IBS).
 7. Have valid chartered from the issuing body through meeting Continuous Professional Education (CPE) and/or membership requirements with issuing bodies to ensure his/her updated body of knowledge required for the certificate examination is an advantage for International Certification Programs.
 8. Voluntarily to attend the orientation and/or skills development sessions designed by IBS free of charges as a virtual training or live classroom based training as available is an advantage.
 9. Trusted and/or formal recommendations when requested.
 10. In addition to the Trainer's Information form, to provide full soft copy package containing his/her detailed resume, practical experiences, academic certificates, professional certifications, delivered virtual training track, updated list for any development training and certifications attended, suggested training courses.

- IBS policy for **continuous development of IBS current/ongoing trainers:**

To continue as a member of IBS part-time trainers, each trainer must meet the following:

 1. An acceptable training track record within the delivered IBS training activities.

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2. Commitment to stick with IBS Code of Ethics and the instructions provided within the trainer's assignment letter.
3. Achieve the passing requirements of any orientation session, and/or "IBS Trainers' Train the Trainer (TTT) Program", and/or any related skills' development sessions designed by IBS free of charges as a virtual training or live classroom based training every three years.
4. Obtaining an International certification in the related fields is an advantage.
5. Providing attested evidences on self-development initiatives received by the trainer outside IBS.
6. Voluntarily attend IBS's class-based/virtual/blended courses/programs scheduled each year covering different subjects he/she used to train and/or competencies requested from IBS trainers , such as:
 - Understanding the psychology of learning
 - Virtual training methodologies (IDL, e-Learning, Blended, etc.)
 - Applying virtual training and development technologies and methods
 - Applying virtual training content development techniques
 - Virtual and live evaluation Techniques
 - Presentation skills
7. Once announced when applicable, to attend IBS's Annual one-day conference scheduled each calendar year to discuss the latest trends and practices followed internationally to develop trainer's competencies and training post in general.

3. MONITORING

- It is the responsibility of the related Training and International Certifications Divisions' Heads in coordination with Quality Assurance Officer and IBS Director to ensure that all aspects of this policy are applied throughout IBS activities and kept under revision.

4. GRIEVANCES

- Any complaints will be pursued through the official channels with the Quality Assurance Officer under supervision of the Director of IBS.