FASTLEARN

Training & Accreditation System

LICENSE SYSTEM

2027 EDITION

Learn to be Best in Life

All reference and certification records are maintained and officially issued by Jareed Canada (www.jareed.ca).

This edition presents the Fastlearn training framework, accreditation categories, professional standards, documentation procedures, and trainer membership requirements. The Fastlearn system remains the subject of this document; Jareed Canada is the official reference and certification-record issuing entity.

Official documentation reference: www.jareed.ca

fastlearn™ License System

In order to develop training and support systems for individuals and entities, fastlearn™ provides a special accreditation system to ensure that the quality standards and the appropriate training methodology are implemented in the fast training programs (short training programs not exceeding three weeks and not less than two days).

Because fastlearn™ is involved in the adoption of training programs, trainers and trainees, it sets clear standards and specific approaches to the accreditation of trainers and trainees in fastlearn™.

The adoption of the training material does not mean the adoption of the same coach, and the adoption of the coach does not mean the adoption of the training material, and the adoption of the trainee does not mean that he is an instructor, and each dependence of importance, nature and method.

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What are the fastlearn™ funds?

fastlearn™ offers five types of accreditation: accreditation of qualified trainers for short courses, short courses of up to three weeks and not less than two training days, training materials, training presentations, training trainees Training.

1. Trainers
2. Accreditation of training programs
3. International certification
4. Adoption of scientific materials
5. Approve presentations

Why fastlearn™?

fastlearn™, a Canadian organization specializing in the provision of services and products for fast training programs, training programs that do not exceed three weeks and not less than two days, and fastlearn™ is developing curricula and standards that serve training personnel and beneficiaries of training services to meet quality standards The acquisition of skills in the training programs offered by other parts of the world and approved by fastlearn™

What training programs can be adopted by fastlearn™ ?

All short training programs with a maximum duration of three weeks and not less than two days. This includes all short courses and training programs in all scientific and technical fields

What is the value of the adoption of fastlearn™ ?

Accreditation of training courses for trainees, accreditation of trainers, adoption of presentations, or adoption of training bags means the recognition of a professional institution that meets the standards in the field of training, which ensures a training course that meets high standards and standards , Qualified for training, to provide the finest training programs.

The number of trainers and trainees accredited by fastlearn™, and the training programs offered to individuals and institutions in the private and government sectors, gave fastlearn™the power to adjust and develop its methodologies to serve the community in providing special standards that ensure trainees and trainers provide short training programs that give them strength

How does fastlearn™ adopt specialized training programs?

The adoption of fastlearn™ does not mean the documentation of the information and skills contained in the training programs, but rather the adoption of the method of the training package. This is called the strategy, which ensures that the trainees provide an integrated program capable of giving them the necessary skills in that specialization.

How to get fastlearn™ Credits?

fastlearn™ will be able to apply for any accreditation from the fastlearn™ Trust by correspondence with fastlearn™, and will send a special form for the required accreditation. The applicant, whether a person or entity, will send the accreditation requirements. The terms of the application were met according to the standards of fastlearn™

International Appropriation Fees from fastlearn™

The appropriations require the payment of certain financial fees for the administrative procedures of fastlearn™_, through its work in accreditation, as well as the examination and realization by its experts of the accreditation requirements as follows:

#	Type of Accreditation	Explanation of Accreditation	Accreditation fees
1	Adoption of a training course	Approval granted to a training program that meets the requirements and standards	1 0 0 $
2	Take a coach	Accreditation shall be given to the instructor as a certified trainer	1 5 0 $
3	Certification of trainee	Certified certificate for trainees in training courses	$ 35

4	Adoption of scientific material	Accreditation granted to the scientific material meets the requirements and standards	$ 75
5	Adopt a presentation	Accreditation for training bags that meet the requirements and criteria	$ 50
* All prices are in Canadian dollars, and fastlearn™ is entitled to grant discounts according to the number of credits required			

The terms of adoption of the fastlearn™ training courses Professional (Courses)

fastlearn™ provides accreditation for training programs that meet the following accreditation criteria:

1- Adhering to the ethics of training, and not using training or trainees' information for any personal purposes
2- To estimate the time, effort and money invested in the training course from all five training partners (the trainer, the trainee, the employer, the venue of the training course, the training body responsible for coordinating the training program) and respect for them.
3- Review the pre-session confirmation list (one week, two days before the course, daily during training)
4- Visit the training hall and make sure that it is ready for the training course and make sure of the supporting tools and equipment for training
5- The trainer shall adhere to the time of the pre-defined training course and all the contents of the training plan and breaks
6- The instructor is committed to providing scientific theory at least 30% of the training time
7- The instructor is committed to providing practical applications to acquire skills and not less than 40% of the training time
8- The instructor is committed to intermittent breaks that enable the trainees to resume the activity and not less than 10% of the training time
9. The instructor is committed to provide training games during the course for effective communication and creative training and not less than 20% of the training time
10- The trainer is committed to enabling trainees to acquire specific practical skills in the subject of the course
11. The trainer is well prepared for the training course, which includes preparation of practical applications, practical theories and effective citation in clarifying concepts and ideas, and using scientific and historical stories and motivational questions.
12. The instructor is committed to presenting the presentation, the training bag and the mind map (training summary) for the trainees free of charge
13. Presentation of the course in Sandwich Theory (Course Overview, Detailed Course View, Session Summary View).

fastlearn™ terms for Professional Presentations (Presentations)

fastlearn™ provides accreditation for training bags that meet the following accreditation criteria:

1. the main ideas (Subject): No more than seven ideas per slide

2. Images and colors Images & Colors): Use images, illustrations, attractive colors, and clear lines
3. Display sequence (Step by step): Sequence of the slides with the same sequence of skills acquisition in the course
4. Practical applications (Workshop): Includes slides on practical applications
5. Knowledge and scientific theories (Know How): The slides include scientific theories and knowledge
6. Breaks Breaks): Slides include custom breaks after each training session
7. creativity (Creative): By providing new, useful and unfamiliar with the aim of developing the skills of trainees
8. of presentations Create Presentation): The instructor is committed to a clear methodology for the preparation of presentations and we suggest the following:
    1. Initial preparation of the presentation template
    2. Write content and refer to sources of information
    3. Final presentation and verification of technical output

fastlearn™ requirements for professional training packages

PTB - Professional Training Booklet

fastlearn™ provides accreditation for training bags that meet the following accreditation criteria:

1. Cover: the first page in the bag, including the title of the course, the name of the trainer, the date of the release of the training bag, and a picture that reflects the subject of the session, and recommends the design of the cover in a professional manner and color printing.
2. Objectives (Summary - Goals - Subjects): The next page, the training bag contains the main axes of the training course and the general objectives and skills that will be acquired by the trainee after attending the course and application of practical applications. And a summary of the session.
3. Trainer Definition: The training bag contains a brief introduction to the trainer, and we recommend that you add the first or last bag.
4. Checklist (Check List): The following page contains all the requirements of the course including (training support tools, projectors, training games, educational films, additional legends, training bags).
5. Training Plan Training Plan): The following page includes a detailed table showing the training days, the training sessions, the breaks, the subject of each session, the objectives of each session, and the skills that the trainees will get from attending the training course.
6. Contents (Content): The following page, which includes the division of contents in the main axes (3 - 10) main axes including sub-axes.
7. Training Pouch Parts Chapters - Units): The training bag is divided according to the main axes of the course, according to the training sessions, or according to the training days. The title page is assigned to each separate part. It is preferable to separate the parts of the training bag with visible separations. We recommend writing a summary for each part at the beginning of the part or end of the part At the beginning and end.

8. Knowledge and scientific theories (Know How): The training bag contains the scientific theories and the trainer verifies the validity and frequency of each new session, taking into account the possibility of returning to the training bag and use the information from them later. It is preferred to display information using tables, graphs, illustrations, mind maps and knowledge maps.
9. Practical applications (Workshop): The training package contains practical applications, each application in a separate page, and explains the objectives of the application and the manner and skill gained from it, the applications can be added in a special extension, or after each part.
10. Evaluation (Questioner): The training bag contains an evaluation that includes evaluation of the management of the entire training process, skills and experience of the trainer, the quality of the training bag, the location of the course, the nature of the attendance, the training time and the duration of the training course. A comprehensive assessment can be added at the end of the training bag, or a special assessment of each part of the training package, or an assessment of each session.
11. Design and output (Design): The Instructor of the training bag is obliged to produce it with appropriate technical designs, and to use one or three types at most of the lines. The font size, font clarity and font size are to be clarified in the main titles, tables, illustrations, colors and maps of the mind, if necessary. Divide the bag into parts according to the main course axes. It is recommended that the contents of the bag be printed on two sides.
12. Bag Making Create Booklet): The instructor is committed to the methodology programmed steps to prepare bags and propose the following methodology:
    12.1 Initial preparation of the training bag template and paper size (we suggest using size A4)
    12.2 Dump ideas from the instructor's experience and knowledge about the course
    12.3 Identify the main axes in (3-10) axes, and merge the subjects below
    12.4 Write content, refer to information sources, edit, add, delete, and document
    12.5 Final presentation and verification of misspellings, punctuation marks and final design
13. creativity (Creative): To shine as a professional coach and shine your star in the sky, we recommend you to think creative ways and look at the familiar in an unusual way, and provide all the new and useful and affect the special fingerprints in your training bags, and suggest the following creative ideas:
    13.1 Use Mind Maps to summarize the contents of each section, or summarize the contents of the session with one comprehensive map
    13.2 Summarize each piece with a summary paper, using a single sheet of paper such as magazine pages, including the most important part of that section
    13.3 I suggest that you print the presentation slides in the form of cards and the trainee is allowed to write his notes on the background
    13.4 Give the trainees unexpected additions, such as presenting a CD with the bag containing the material in the format (pdf), Slideshows, additional information about the training material, and a wide range of creativity here, where you can add training videos, audio clips, or important website links.

13.5 Finally presentation and verification of misspellings, punctuation marks and final design

14. Continuous development (改善Kaizen 改善 Kaizen is a Japanese word of two parts, namely, Kai, meaning "change", "Zen" means "good" and "Kaizen"). It reflects a philosophy and a way that the Japanese thinker (Taiichi Ohono) developed to apply to all fields of life. , And for the success of this method, we adopted in the Fastlearn to develop the training bags by changing the contents of the bag for the best each time a new cycle by adding information and experiences newer and delete the wrong information and old and change applications for the best always.
15. Property rights (Copyright ©): We recommend that you register the training bag in the Ministry of Information of the country of origin within the Department of Publications, in order to preserve the intellectual property rights and guarantee the personal right in the ideas and information presented. To ensure the right of intellectual property, it is recommended to print a number of copies of the application bag within the design of the accreditation and to oblige the beneficiaries of the training using the original copy of the previously printed training bag registered in the Ministry of Information with an accreditation number for the publications listed on the first page of the training bag.

Certified professional trainer membership from fastlearn™

We thank you for being a member of a professional trainer from fastlearn™. We assure you that this membership will enable you to offer professional training. We will provide you with a range of training products and services . We are happy to join you by filling in the attached form and sending it .

Features Certified Professional Trainer fastlearn™

- The training work according to the approved standards for many accredited trainers from fastlearn™
- Access to a specific methodology and standards for the preparation and delivery of professional training programs
- Get dozens of stories, games and training applications, for creative training
- Effective training and marketing program management and gain the credibility of the training and the reference of the global
- Get an international certification and join the 10000 certified group of fastlearn™
- Advertising the names of the trainees accredited to the trainer from fastlearn™
- fastlearn™ members participate in the Rapid Learning Forum on Rabat

Certified Trainer Accreditation Standards from fastlearn™

The fastlearn™ since its inception in 2007, the Canadian and adoption then seek to develop global training standards ascends by an open global training and documenting experiences and

practical experience in this field and is involved with expertise in the scientific field to achieve benefit for all, noting that the criteria provided for the adoption of the measured quantity and the quality training, as follows:

1. Adhering to the ethics of the training profession and all the provisions of the Fastlearn Training Charter (attached to the fastlearn™ Training Charter) .
2. The training process and human expertise are constantly evolving and change is always necessary to find the best training field. The trainer is committed to continuous development by reading at least two books every month in his field of training, annual subscription to a specialized magazine and attending two annual conferences in his field of training.
3. The trainer should not perform any training program in a field that does not meet his skills well. He can not train others to master practical skills in the subject of training , even if he is certified in training by others in this field .
4. Commitment to presenting the scientific material and verifying the correctness and timeliness of the information therein (not less than 30% of the training period).
5. Commitment to training to develop the skills of trainees through training activities (not less than 40 % of the training period) .
6. Commitment to provide training games (not less than 20% of the duration of the training) to activate the role of creative educational entertainment.
7. Adherence to the standards and methodology of preparing professional training programs
8. Adherence to the standards and methodology of preparing professional training packages
9. Adherence to the standards and methodology of preparing professional progress presentations
10. Be the coach has practical experience in the field of training are as follows:
11. A book at least in the field of training , which employs and / or the preparation of (3-three) training at least bags and / or completed attendance (100 -maih) hours of training in the field of training , which employs.
12. Trail in (5 -khmsh) major companies of the largest 1,000 companies in his country and / or trained in (5-five) official governmental or non - profit social and / or trained more than 1,000 trainees and / or provided more than (10-ten Training programs .
13. He holds certificates of thanks in the field of training from (5 - five) different bodies and / or holds training accreditation fastlearn™ To adopt professional trainers flt Or equivalent .

fastlearn™ Documentation

fastlearn™ is committed to documenting its appropriations in accordance with the following criteria for the awarding of credits

#	Type of Accreditation	Accreditation document	Notes
1	Adoption of a training course	The course provider is given a certificate of accreditation	Just once
2	Take a coach	A Certified Trainer in fastlearn™ provides a Certified Trainer	Once only
3	Certification of trainee	The Certified Trainer of fastlearn™ provides an accredited trainee certification	Per trainee
4	Adoption of scientific material	The trainer shall be given a certificate of accreditation	Once only
5	Adopt a presentation	The instructor gives the presentation instructor a certificate of accreditation	Once only

Official Reference and Certification Registry

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Official reference: www.jareed.ca

Professional Trainer Membership Application Form fastlearn™	
The name	
Telephone number	
E-mail	
Training Experience *	
Summary of the trainer definition	
scientific certificates	
Practical experiences	

☐ The Fastlearn Trainer and Trainer's Accreditation Standards have been reviewed and adhered to

☐ Maintain a copy of the Trainer Accreditation Standards (Trainer Accreditation Standards) and the fastlearn™ Train Charter (fastlearn™ Training Charter)

☐ A copy of the fastlearn™ certificate was printed, and a copy is kept

☐ A list of trainees has been viewed and maintained a copy

☐ I undertake to report any disciplinary course for the adoption of the fastlearn™ intern and obtain the international number and transfer the amount of accreditation to my agent

☐ The autobiography of the Authorized Agent fastlearn™ has been sent as per the above list

This form is completed and sent to fastlearn™

* The training experience consists of the number of training hours completed by the instructor, the number of training courses he has provided, the number of training bags prepared by the trainer, the number of trainees the trainer has trained to acquire specific training skills, or the number of trainers trained .

Reference Definitions

- The fastlearn™ Training Charter: A reference to commitment and what has been agreed upon, and includes everything contained in this document in three pages size A4
- Trainer: 70% is responsible for training trainees and enabling them to master the skills of the course subject
- Trainees: Collect the trainee, attend a course to master a specific skill, and responsibility do not exceed 30% to acquire the skill of
- Training Course: The training sessions are designed to enable trainees to master a specific skill in the subject of the course
- Training Kit: A book containing practical applications and scientific theories helps trainees to acquire the skills of the subject of the course
- Presentation: Presentation slides that assist the trainer in the training process to enable trainees to master the skills of the subject of the course, presented as (presentation) or (presentation)
- Training room: is the place where the training course is held, and is given as (training place)
- The training session is a description of the duration of the training course during the training day, preferably the duration of each training session (45 - 55 minutes), preferably followed by a short break (3 - 5 minutes).
- fastlearn™ Certificate: A certificate approved by fastlearn™, which is granted to each trainee, with its specific form and gold stamp, in addition to the certificate cover

