

LEARNER'S Handbook

Logic Institute for training and human
resource management



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About Logic Institute for Training and Human Recourses

Brief

Logic Institute for Training and HR Development was formed in Bahrain in 2010 and established in 2012. It was founded to improve the level of Training in the Kingdom of Bahrain.

Thus, Logic's management philosophy envisions Logic to be recognised as a leading institution that provides high-quality training. Logic's aims to inspire its trainees to reach their full potential and assist in their professional development.

Logic Institute is regulated by the Ministry of Labour, providing high-quality training courses and professional certifications. Therefore, Logic Institute ranked as GOOD twice by BQA "Bahrain Quality authority", and it's approved training centre by CIPS "chartered institute of procurement and supply", NISM "National Institute for social media" and NCFE for English Qualifications.

Vision

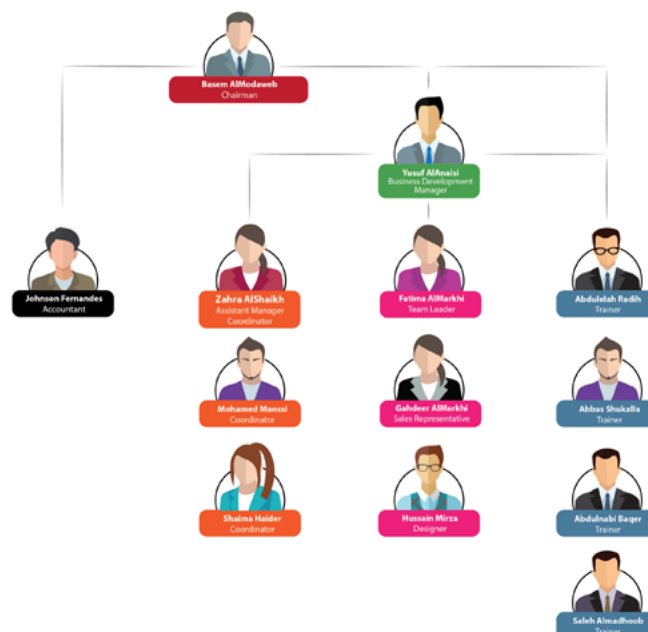
Logic Institute for Training and HR Development is intent on becoming a distinctive training provider. With the ability to supply learners with professional development assistance as well as fundamental skill building, Logic is leading the way in innovative education and training. We plan to become a major training source in the Kingdom of Bahrain.

Mission

- Logic Institute for Training and HR Development plans to upgrade the performance level of Bahrain workforce through
 - * Advanced/modern curriculum
 - * Qualified and experienced trainers and instructors
 - * A very well-tailored training environment suitable for each situation
- Social Commitment through the support of social development activities

Organisational structure

Organization Structure



Logic Institute for Training in HR Development Amenities

- International Affiliations
- Comprehensive Resource Room
- Experienced Skillful Trainers and Consultants
- Free Consultancy and Advisory Training Services
- Smart Computer Labs
- Smart Classrooms
- Prime Location at Seef Area
- Sufficient Car Parking
- Catering
- Free WiFi

Administrative Aspects**Learner Admission**

Any learner wishing to register for Logic institute can contact any member of the Sales and Marketing Team for registration assistance. The Admission Policy and Admission Appeal Procedure can also be found on the website. The learner will have to submit the completed Registration Form including their CV, CPR and qualifications.

Learners can register individually, and we also cater to companies interested in registering employees or potential employee candidates.

Admission Appeal

Should an applicant be declined admission, they may appeal the decision by completing the Admission Appeal Application and submitting it within one week of receiving the notification. It will be reviewed by the IV Committee and the Confirmation Committee

Course/Program Withdrawal

Course withdrawal must be made in writing (two weeks) in advance; 20% of administration charge will be applicable. Failure to withdraw within the specified period will result in paying the full fees of the course. Any unforeseen or special circumstances/occurrences that inhibit the learner from course attendance can be discussed with either the trainer or the IV committee of Logic Institute for consideration.

Classes Cancellation and Schedule Modification

Any class cancellation or schedule modification can be proposed by the trainer, learners or the institute and will be broadcasted to all involving parties before the adjustment of classes. Cause for cancellations/modifications will depend on unforeseen circumstances and must be accompanied with valid reasoning.

Teaching, Learning

Trainers:

The Institute is proud of the selected trainers at Logic Institute. All trainers are qualified and experienced in training.

Courses/Program Information:

The list of courses with course information can be found on the Logic website and in the company profile. The Sales and Marketing Team can assist with any questions about courses/course information. Logic Institute has local attendance and achievement courses, but also provides international qualifications in Procurement & Supply, Social Media and English Language.

Learning Resources:

Learners will be supplied with course material, free WiFi, smart boards, computers labs and classroom resources, depending on the needs of the courses which will be nominated or suggested by the trainers and the Logic team.

Logic Institution ensures that learning resources, ICT and the physical infrastructure available to learners are appropriate, adequate and maintained to support learners in achieving the learning outcomes.

Support and guidance:

All learners will be supported during the training sessions, and learners' achievements will be constantly monitored by Logic Institutes committees to assure that learner had all necessary supports and guidance to achieve. All Learner may request support and guidance at any time from the course trainer.

Achievement and Evaluation

The achievement structure for the Learner's Performance Evaluation Form is:

Attendance	Assignment	Participation	Post-test
20%	20%	20%	40%

Totalling all the above marks will determine the learner's final grade, which will dictate if the learner has passed or failed the course.

In the Learner's Evaluation Form, the learners will also receive recommendations and improvements.

The grading system criteria are:

A+	A	B		C
91-100 Distinction	81-90 Very Good	71-80 Good	50-70 Pass	0-49 Fail

Learners will receive the original copy of the Learner's Evaluation Form, and a copy will be recorded in their files for record-keeping purposes.

Recognition of Prior Learning

The logic institute acknowledges and accepts prior achievements and qualifications. The “Recognition of prior learning” is a process in which the Logic Institute assesses a learner’s similar learning experiences to be applied for credit toward the development goal. To apply for prior learning recognition, the learner courses, qualifications or certifications will be determined by the IV committee as well as the Confirmation Committee. The process and form for prior learning recognition can be viewed on Logic Institute’s website. Learners will also have the right to appeal the results if they wish to, which is included in the policy.

Credit Accumulation and Transfer

Credits already earned by a learner in one qualification may be recognized towards a new qualification at Logic Institute. The recognition of previously accredited achievement from within or outside the Bahrain National Qualifications Framework (NQF), or the framework of an overseas accrediting body, may count towards another qualification, which is offered by Logic Institute.

Any learner that wishes to transfer credits to complete an obtained qualification by the institute will have to complete the Credit Transfer Application Form. Valid documentation provided by the learner is required; all requests will be evaluated and considered by the institute. The process and form can be viewed on Logic Institute’s website. Learners will also have the right to appeal the results if they wish to, which is included in the policy.

Progression and Learning Pathways

Learning pathways are critical to the achievement of efficient, open, integrated and relevant education and training. Logic provides learners with the ability to access a range of qualifications and training to meet the challenge of rapidly changing needs and priorities for knowledge and skill development. Any learner wanting to apply progression and learning pathways through the institute will have the consultancy and assistance of the institute. The process can be viewed on Logic Institute’s website.

Complaints

Anyone involved in Logic Institute will have the right to complain about any aspect they wish to complain about, cases will be investigated by the IV Committee and looked at by the Confirmation Committee. All the complaints matters should be addressed to IV committee and be send to info@logichrd.com

Student Conduct

Attendance and Punctuality

Logic Institute looks at their learners as professional adults and expects them to be on time. Class attendance is required for success. Attendance is factored into the final grade; therefore, having a great attendance/punctuality pattern will affect achievement. Any learner’s attendance that falls below 80% will be withdrawn from the course.

Dress code

Logic Institute expects its learners to dress modestly, any dress or attire that could be inappropriate may be asked to leave the class.

Assessment

Cheating, Plagiarism and misconduct

Learning to think and work independently is part of the learning process. Cheating, plagiarism or any form of misconduct is considered a serious violation of expected learner behaviour. Any suspicion or occurrence of cheating/plagiarism will be investigated. Misconduct will result in non-submission of assessments or exams.

Assessment regulation and appeal:

Assessment regulation

- Assessment regulations are applied consistently and fairly.
- The assessment reflects learning outcomes and training standards.
- A variety of assessment methods are employed and cover both formative and summative assessment.
- Appropriate and prompt feedback is provided to students on their assessment results.
- Moderation of assessment, exams, and grading to ensure consistency and fairness.

Assessment Reviews and appeals

- Category A: Those relating to the fairness of the assessment questions, tasks or process.
- Category B: Those relating to the marking outcome of an assessment.

You can send your appeal against your assessments and results using the appeal form by filling the form and send to appeal@logichrd.com

Main Contact Number:

Name	Role	Mobile	Email
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FAQ:

Where can I find policies and forms?

Institute policy and all related form will be found on our website www.logic-institute/student-zone

<<END OF LEARNER HANDBOOK>>