

➤ IBCT Standards for Certifying Training Materials



➤ Organization's Name:

Standards for Certifying Training Materials

1. Quantity

This section comprises number and size of printed materials covering the topics of the training program and its relevance to program nature and time. These criteria include

- a. Number of pages
 - 5-10 pages, printed in font size 12 per hour of training, including cases and examples.
- b. Ratio between theory and practice
 - 20% of the material size should be devoted to theory and concepts relevant to the training subject and 80% of the material should be allocated to illustrations, examples, and cases.

2. Structure and organization

a. Classification of Materials

a. Trainer's Manual

This manual should include a lesson plan for every training session, i.e. time frame, learning goals, advised didactical methods, suitable media.

b. Trainee's Manual

This should be divided into sessions; each session should include the following:

- ✓ Table of content
- ✓ A relevant quote that motivate the trainees to read the session.
- ✓ A short story that reflects the main theme of the session.
- ✓ The session objectives, including knowledge, skills and attitudes.
- ✓ Explanation of different theories to cover the session objectives.
- ✓ Training activities should be integrated with corresponding theories and concepts.

c. Power Point Presentation

Each session should have a power point presentation, the following rules should be considered:

- ✓ Dark text on a light background
- ✓ Applying the 7X7 rule (not more than 7 lines for each slide and not more than 7 words for each line).
- ✓ Use a clear font (such as sans serif), large enough to be visible – at least 28 pt.
- ✓ Avoid too much animation and excessive fanciful colors.
- ✓ Use charts, graphs, tables, diagrams instead of text when it appropriate.

- d. Other Audio/Visual aids (If available).
Using any other audio/visual aids, like educational movies, sound files will add extra points.
- e. Program Evaluation Forms (Trainer, Trainee, Training Environment).
The training package should contain an appropriate tool for program evaluation according to the first two levels of the Donald Kirkpatrick evaluation model.
- f. Logical flow of the subject
Theories should precede the application. Each topic either builds on or relate to previous topic(s).
- g. There must be an English summary of the materials if it is prepared in any other Language

b. Templates and Annexes

All templates and annexes that support the text and learning should be included within the training package. Such templates and annexes should comply with the following:

- a. Relevance (relevant to topic(s) of the corresponding session)
- b. Order (Should be ordered according to the session order)
- c. Clarity (clear wording and has no ambiguous parts)

3. Presentation and illustration

- a. Language (clarity, readability, simplicity)
All textual parts should be free of spelling and structure mistakes. Simple sentences should be used.
- b. Graphs and figures
All graphs and figures should comply with the following:
 - ✓ Have clear and short title.
 - ✓ Self-explanatory
 - ✓ 2D is preferable than 3D, except if it necessarily.

4. Serving Program objectives

- a. Covering Specific Program knowledge and Skills
- b. Motivating Learners
The design of training materials should comply with the adult learning principals.

- c. Allow self-learning
Training materials should include learning and training methods that promote the self-learning skills of the target trainees (by using self-study, assignments, projects, etc.)

5. Authorship and documentation

- a. Sources and references
All used resources should be referred to (textbooks, websites, etc.).
- b. Copyrights of submitting organization.
Materials should have a copyright statement and the organization's logo, address and contact info.

6. Material production style

- a. Printing Quality
Appropriate paper size, quality and off-white color of paper, clarity of print, and spacing.
- b. Packaging Style
Usability, security, storage capability

Quantitative evaluation of Certification Criteria of Training Packages

#	Main Criterion	Sub-criterion	Certification Weights %
1	<i>Quantity</i>	<ul style="list-style-type: none"> ✓ Number of pages ✓ Ratio between theory and practice 	10%
2	<i>Structure and organization</i>	<ul style="list-style-type: none"> ✓ Classification of Materials <ul style="list-style-type: none"> ▪ Trainer's Manual ▪ Trainee's Manual ▪ Power Point Presentation ▪ Other Audio/Visual aids (If available) ▪ Program Evaluation Forms (Trainer, Trainee, Training Environment) ▪ organization ▪ Logical flow of the subject ▪ English summary ✓ Templates and Annexes <ul style="list-style-type: none"> ▪ Relevance ▪ Order ▪ Clarity 	25%
3	<i>Presentation and illustration</i>	<ul style="list-style-type: none"> ✓ Language (clarity, readability, simplicity) ✓ Graphs and figures 	20%

#	Main Criterion	Sub-criterion	Certification Weights %
4	<i>Serving Program objectives</i>	<ul style="list-style-type: none"> ✓ Covering Specific Program knowledge and Skills ✓ Motivating Learners ✓ Allow self-learning 	25%
5	<i>Authorship and documentation</i>	<ul style="list-style-type: none"> ✓ Sources and references ✓ Copyrights of submitting organization 	10%
6	<i>Material production style</i>	<ul style="list-style-type: none"> ✓ Printing Quality ✓ Packaging Style 	10%

The Certifying Grade:

Training Material Packages will be certified if it achieves 65% in the above table, provided no separate criterion is less than 50%.