Technical Institute for Learning Limited
T.I.L
Student Handbook and Prospectus of Courses

The T.I.L Mission

An Institution committed to providing advanced quality education and training

The T.I.L. Vision

To be able to provide excellent quality education and training to meet the academic and technical need of the corporate and industrial sectors.
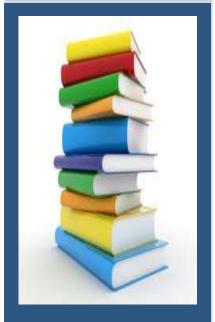
Technical Institute for Learning is a Tertiary Level Educational Institute established in April of 2005. Its prime objective is to become an integral part of the process of building a sound Educational foundation for the future leaders of Trinidad & Tobago. The institute and its management team extend quality education and training to ensure that there is sufficient mental growth within the students of this institution.

Technical Institute for Learning is as its name says a place of Learning, a place for development, a place where knowledge from various hemispheres can be accessed and instilled within the minds of our people. This is a place where the young as well as the old can benefit from the knowledge being shared. Technical Institute for Learning is a mechanism, a mechanism that can drive education and individuals into a direction which will ensure a successful future.

Policies and Procedures

Continuous Improvement

Health and Safety Policy

It is the policy of TIL to take all necessary measures to ensure that the Health and Safety of its employees and students are not compromised.

A. Personal Safety
Employee's hair style, clothing and jewelry should be in such a manner as to not hamper the safe performance of his or her duties. It is the responsibility of both staff and students to bring to the attention of Management any existing Hazard or Risk.

B. Evacuation Plans
Detailed and well labeled evacuation plans are posted in every room in an attempt to familiarize occupants. It is the responsibility of the Managing Director and teachers to account for all personnel in the event of an emergency and notify the respective authorities.

Course Discontinuance Policy

It is the policy of T.I.L to ensure all candidates are refunded their fees in full in the event the institution postpones or discontinues a programme of study. In such a situation the institution will hold itself liable therefore the students will not endure any financial discomfort.

Qualifications Award Policy

Certification will only be awarded to candidates upon successful completion of a final examination and only when all outstanding financial commitments are met.

Examinations for courses are to be conducted under comprehensive supervision by individuals who are not involved in the tutoring of the candidates sitting the examination.

It is the policy of TIL to adopt a grading system for all local qualifications as follows:

Percentage	Grade
50% - 60%	Pass
61% - 74%	Credit
75% - 100%	Distinction

It is the policy of TIL to abide by all rules and regulations set out by international organizations with respect to their qualifications.

Student Withdrawal Policy

Proper supporting documents must be provided (e.g.: medical certificate) in order for candidates to be awarded leave of absence. In all other cases management must give approval prior to student proceeding on leave.

Students wishing to withdraw from programmes after first class will be refunded tuition as per our refund policy.

Students wishing to withdraw from programmes anytime after second class will be treated in accordance with our refund policy.

Candidates whom withdrew from any programme and wish to rejoin at a later date; will be accepted.

Disciplinary Policy

The purpose of this policy is to ensure that the institution has a clear outline as to the consequences involved if students are charged with possessing alcohol, illegal substances and weapons of any sort on the premises of T.I.L. This policy will clearly define the procedures involved in fining a student with such substances and the necessary action to be taken against them.

Disciplinary Actions to be Taken

In the event a student is found to possess any alcohol, illegal substances or weapons of any sort and it being the first time the student has committed such an offence, the student will be informed in writing of their suspension for a period not less than one Week.

In the event a student is a repeat offended of the same or any violations, the student will be informed in writing of their expulsion from the institution.

Absentee Policy

Students who are found to be absent from classes for a minimum of three (3) consecutive classes will be contacted to determine the reason for their absenteeism and to identify whether or not they will be continuing their programme of study.

It is the policy of the institution for students to attend at least 75% of all classes offered. This is to ensure that students benefit from a great percentage of the programme delivery.

Any student found to be absent for more that 25% of all classes offered, will have the opportunity to attend "makeup" classes. This will be arranged in consultation with the students and their respective teachers.

Prospectus of Courses

Technical Institute for Learning Limited

#47 Cipero Street

San Fernando

Trinidad

Phone:

(868) 653-2583

Fax:

(868) 653-2583

E-Mail:

info@tiltnt.com

Web Site:

www.tiltnt.com

Quality Education for your Future

Certificate in Quality Control Management

- What is Quality Control / Quality Assurance
- New Approaches to Quality in an Organization
- Total Quality Management
- Human Resource Management Quality
- Solution to Quality Problems
- International Organization Standards (ISO 9000 & 14000 Series)
- Quality as Organizations Success
- Statistical approach to Quality Control & Quality Revolution

Certificate in Supervisory Management

- The Organizational Structure
- The Functions of Management & Supervision
- Nature of management.
- Understanding the Communication & Industrial Relation for The Supervisor
- Leadership
- Motivation
- Planning & Control for The Supervisor
- Handling Grievances, Disputes & Disciplining

Certificate in Electrical & Electronics

- Electrical Supplies & Electronic Signals
- Resistors & DC Circuits
- Capacitors
- Transformers & Inductors
- Diodes
- Transistors
- Power Supplies
- Electrical Cables
- Circuits & Wiring
- Electric Motors

Certificate in Human Resource Management

- Introduction to Human Resource Management
- Strategic H.R versus Traditional H.R
- H.R Planning
- Developing Employees
- Training Employees
- Performance Appraisal
- Compensation
- Industrial Relations
- Preparing for Job Interviews

Certificate in Industrial Relations/Labor Laws

- Elements of Grievance Processing
- Disciplinary Procedures
- Industrial Relations issues
- Industrial Relations Act
- Preparing facts of a case
- Conciliatory process
- Case Studies
- Arbitration Process

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Quality Education for your Future

Quality Customer Service (1 day)

- Who is a Customer
- What is Quality Customer Service
- Rules towards excellent Customer Service
- Stages of Team Building
- Active Listening – The key to showing that you care
- The internal customer
- Building and maintaining trust
- Am I customer friendly
- Respect

Introduction to Supervisory Management (1 day)

- Competences of a Supervisor
- Planning & Control
- Leadership
- Motivation
- Communication

Introduction to Quality Control Management (1 day)

- Introduction to Quality Control / Assurance
- Introduction to Total Quality Management
- International Organization for Standards (ISO 9000 series)
- Introduction to Quality with respect to Human Resources
- Introduction to Statistical Quality
- Introduction to Quality as Organizations Success
- New Approaches to Quality
- Quality Control in Gaining Competitive Advantage

ABE Diploma in Business Management

- Level 4
- Level 5
- Level 6

ABE Diploma in Human Resource Management

- Level 4
- Level 5
- Level 6

Approved by: _____

Date: _____