E-Learning User Guidance

Policy

ARX ITI CD POL 06

Approved by: Meshari Binhameed	Date: 31/8/25
Signature:	

The Procedure owner shall ensure that this ARX ITI CD POL 06 is properly maintained and

updated while in his possession. No portion or part of this Procedure shall be copied or made available to persons or any other organization unless written permission is obtained from the MD or his delegates. He shall return this Procedure to the Admissions and Registration Department whenever demanded or prior to leaving ARX.

	DEPARTMENT:
ΛRX معهد آركس الدولي للتدريب **ARX International Training Institute**	Admissions and Registration – Academic
DOCUMENT NUMBER / VERSION NUMBER: **ARX ITI CD POL 06**	**PROCEDURE TITLE:** E-Learning User Guidance Policy

Contents

Record of Revision

Rev. No.	Revision Date	Revised By	Date Inserted
1	28/8/25	Senor Instructional Designer	1/9/25

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DEPARTMENT:
Admissions and Registration – Academic

ARX
معهد آركس الدولي للتدريب
ARX International Training Institute

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ARX ITI CD POL 06	E-Learning User Guidance Policy

1. Purpose of This Document

ARX International Training Institute (ARX) provides comprehensive user guidance materials to ensure all users can navigate the platform and participate effectively in e-learning.

2. Scope of This Document

Applies to all learners, instructors, and trainers using ARX's Learning Management System (LMS) and related platforms.

3. Definitions & Abbreviations

Terminology	Definition
The Company	Arx Aerospace
The/This Procedure	The/This Finance Department.
The Policy Owner	The Curriculum Department
Board	The Board of Directors of The Company.
Chairman	Chairman of the Board.
Delegation of Authority	A guideline for the administrative and financial powers approved by the Board.
Budget	The Company's annual budget.
BoD	Board of Directors
MD	Managing Director
CEO	Chief Executive Officer
CFO	Chief Financial Officer
ARXii	ARX International Institute
Trainee	Any individual enrolled in a course, program, or workshop at ARX International Institute.
Instructor	The authorised trainer or course leader responsible for delivering course content and managing classroom activities.
Confidential Data	Any personal or attendance-related information about trainees that must be protected under the Institute's Data Management Policy.
LMS	Learning Management System

4. Related Documentation and Forms

- N/A

5. Roles & Responsibilities

5.1 Learners: Use guidance materials to learn how to log in, access training, complete tasks, and track progress.

5.2 Instructors/Trainers: Use tutorials and resources to manage courses, conduct virtual training, and respond to learner queries.

5.3 LMS Administrators: Provide and update guidance content, including videos, FAQs, and integrated LMS guides.

6. Policy

6.1 Guidance Materials Provided on LMS:

6.1.1 Learners: Public video tutorials, FAQs, and LMS-integrated guides on logging in, completing assessments, and tracking progress.

6.1.2 Instructors/Trainers: Tutorials on course management, virtual teaching, and responding to learner queries.

6.1.3 Technical Requirements: Guidance on devices, internet speed, and software needed for access.

7. Record Keeping

All records related to user guides are maintained up to date on LMS.

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