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ARX International Training Institute

Organisational Roles and Responsibilities Policy

Approved by:	Date: ARX ITI CD POL 03
Signature:	

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ARX International Training Institute

DEPARTMENT:

DOCUMENT NUMBER / VERSION NUMBER:

PROCEDURE TITLE:
Attendance Management Procedure

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1. Purpose of This Document

ARX International Training Institute (ARX) ensures that all e-learning and training activities are delivered within a clearly defined organisational structure, where each role and responsibility is formally documented and communicated.

2. Scope of This Document

This policy applies to all ARX staff engaged in e-learning, training, administration, and support.

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 Supervisory Roles (e.g., Head of E-Learning): Responsible for e-learning strategy, compliance, and overall management.



- 5.2 Instructional/Training Roles (Instructors/Trainers): Deliver learning content, monitor progress, provide feedback, and maintain attendance records.
- 5.3 Administrative Roles (LMS Administrators): Manage access, enrolments, platform configuration, and reporting.
- 5.4 Technical Roles (Instructional Designers): Develop and update digital courses, ensuring instructional quality.
- 5.5 Technical Support Roles: Provide first-line and second-line support for learners and staff.

6. Policy

Roles and responsibilities across supervisory, instructional, administrative, technical, and support categories must be formally documented and communicated to ensure accountability and effective delivery of online training.

7. Record Keeping

All records related to trainee's attendance must be accurately documented and maintained.

8. Process map

N/A

Missing items:

No definitions/abbreviations.

No related documentation/forms.

Record-keeping process not specified.

No process map.

Names, job titles, and numbers of staff (as required by NeLC) are not included.