

SESP
المعهد السعودي للتقني لخدمات الكهرباء
SAUDI ELECTRIC SERVICES POLYTECHNIC

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PROSPECTUS

2023-24



YOUR FUTURE CAREER STARTS HERE

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SESP PROSPECTUS 24-25 PUBLISHED MARCH 2024

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RENEWABLE ENERGY TECHNOLOGY

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VISION

To be a world class avocational training institution, which is flexible and responsive to the needs of the power utility and construction industries, and labor market

SESP

2014

MISSION

To safely, effectively and efficiently train and develop the best prepared manpower for Saudi Electricity Company and local companies

INSTITUTIONAL AIMS

- To provide opportunities for people to achieve their personal potential and goals.
- To be active in achieving the Human Resource requirements of SEC and local companies.
- To contribute to the use of new technologies and further national economic diversification.
- To contribute to the wellbeing of KSA society.
- To be a leader in power utility and construction industries training, teaching and learning.
- To help newly established institutes in developing their programs to meet market demands.
- To develop short programs for engineers and technologists related to work readiness

SESP VALUES

SAFETY AND SECURITY

At SESP, safety always comes first.

We provide a secure and safe environment across our institution, always insisting on the highest standards of safety. The importance of safe working practices cannot be underestimated in the electricity supply and construction industries. The same applies to the field of renewable energy. We instill a profound awareness of this in all our trainees.

SESP
بمركز التدريب على الصيانة الكهربائية
بمبنى التدريب على الصيانة الكهربائية
SESP 2014

SESP VALUES

EXCELLENCE

We are committed to providing world class educational opportunities to the people of the Kingdom of Saudi Arabia. Through our extensive range of programs, we strive to maximize the employability of our trainees, equipping them with the full range of skills they will require in their future careers.

SESP

الهيئة العامة للتعليم التطبيقي والتدريب
SESP

برامج التدريب المهني
2014

SESP

SESP VALUES

SUSTAINABILITY

We strive to foster a trusting and transparent educational environment in our training centers and to employ efficient modern technology to minimize our impact on the environment beyond.

PROFESSIONAL PARTNERSHIP

Our institution is driven by the needs of SEC, the Technical and Vocational Training Corporation, and local companies. We are dedicated to adding value to our partners by utilizing unparalleled educational technology and equipment, sourced from select international suppliers, and integrating with the local community to ensure that our goals are aligned with the current and future needs of the Kingdom of Saudi Arabia.

INTRODUCTION TO SESP

Saudi Electric Services Polytechnic [SESP] is a non-profit institution established in 2012.

Starting its operations at Baish, Jazan Province, SESP moved its headquarters to a second campus, Juaymah Training Center at Al Qatif in 2013. SESP's third campus at Riyadh Training Center opened to trainees in 2014. The Polytechnic was established through a partnership between Saudi Electric Company [SEC] and the Technical and Vocational Training Corporation [TVTC]. Please find a current list of members of the Board of Trustees on page 63. SESP is charged with the training and development of young Saudi trainees for careers in Saudi Electricity Company and local industries.

FIRST RATE FACILITIES

SESP prides itself on state-of-the-art workshops and laboratories in the relevant field of study. With identical facilities at each SESP campus, trainees are also able to take advantage of prayer areas, full catering services, library resources, computer suites and social areas centered around the "student hub." Classrooms are all equipped with high-end audiovisual equipment and boards and located as an integrated feature of the labs and workshops or in the purpose-built main building.

NEW HORIZONS

SESP has, since its inception, geared its services to the power utility industry and will of course continue to do so.

From 2020, SESP has sought to provide a small but robust portfolio of programs, in tune with Saudi Arabia's 2030 Vision, ever ready to provide work-ready graduates who are able to contribute to the new directions as mapped out by the Saudi Arabian Government.

The programs offered are seen as a viable response to the Kingdom's future needs in electricity production, and as a result, our programs now provide practical courses and full programs that train our future technicians in major disciplines. SESP has sought collaborative partnerships and training partnerships to continue the very best of program development.

As we move closer to 2030, we are also moving to strengthen our program delivery in areas that are becoming increasingly important, our goal set firmly on providing trained graduates in high impact young industries such as renewable energy, and with our choice of partners reflecting this.

LABORATORIES & WORKSHOPS

LUCAS NULLE SIMULATION LABS

These labs are equipped with the UniTrain-I training units. This is a computer-based training system that introduces electrical concepts such as electromagnetism and DC and AC technology. The multimedia software (Labsoft) combines cognitive and hands-on training concepts. Other courses studied in the Lucas Laboratories include three phase technology, electrical machines and different kinds of transformers. Once the basic concepts are established, trainees get exposure and training on other systems such as electrical machines and drives, SCADA simulation and protection relays.

MEGGER TESTING LAB

Trainees at SESP receive quality training with the test equipment available in the Megger Laboratory. Various transformer, switchgear and battery tests can be conducted. This laboratory also has a sheath test and fault location system that allows sheath testing on cables.

ROCKWELL AUTOMATION LAB

The Rockwell Automation Lab has the workspace and equipment for exploration of electricity, robotics, and mechanical design. Trainees are able to gain practical knowledge from creating experiments in circuitry. It's available in this state-of-the-art workshop.

e-terra LAB (RIYADH)

e-terra is a comprehensive set of tools of automation developed by the world's leader in energy management and electricity market systems: e-terra distribution, e-terra transmission and generation.

The Laboratory is made up of two servers and ten Thin Clients or Workstations. The two servers house the software necessary for simulation of the national grid and SCADA applications to log parameters such as voltages and mvars. E terra software can also be used to build new software applications like new substations, etc. The servers also contain a GPS Clock to provide very accurate network time and date. The servers, located in a secure data room, also include storage and back up devices.

The ten workstations are located in a laboratory. Trainees get instruction from an Instructor and can follow instructions on their work stations or large monitors that are mounted in the laboratory. Virtual machines and simulators are used to create real time grid scenarios. Training solutions for entry level trainees to experienced power system dispatchers are possible. Training can be given in the following topics:

- e-terra scada for data acquisition, processing and control
- e-terra transmission for network security analysis
- e-terra generation for generation dispatching
- e-terra load forecast for prediction of the demand
- e-terra simulator for power system simulation

Workshops Include:

WORKSHOP 1

In this workshop trainees learn how to use basic hand / power tools in Term 1 of their second- year studies. Then they start with training in Basic Process Fundamentals in order to gain knowledge in different process equipment.

They learn to identify different types of valves, how to do pre- start up checks to commission pumps, blowers, compressors, heat exchangers, cooling towers, steam turbines and power generators. They also learn about water treatment processes for water used as boiler feed water supply to steam boilers.

WORKSHOP 2

This workshop is also known as the Alley, it has been constructed to represent a portion of a town, complete with shop-like buildings, which is used as tuition class rooms. They contain a Drawing room, a practical workshop area, lecture rooms and electrical control laboratories. In here classes and practical training are presented for PSP and NWO (Power Supply Protection and Network Operations).

The trainees learn about protection relays, the main components like transformers and circuit breakers and different types of switchgear. They also learn about the basics of single line drawings.

WORKSHOP 3

The workshop is home to multiple disciplines, EPC (Cable Jointing) and SSM (Substation Electrical Maintenance). EPC – our trainees learn how to prepare cables for termination on 1 kv, 13.8 kv and 33 kv cables; how to prepare cables for joints and how to do the joints. They also practice with breaker switching, isolations and earthing.

SSM – our trainees learn how to carry out maintenance inspections in a sub-station. They are taught operations of transformers and switchgear. This also includes DC power supplies (DC power – Batteries.) They also learn how to read Single line drawings.

WORKSHOP 4

Here the trainees are taught basic hand and welding skills (Stick and Mig welding) In the T 5 course they identify pneumatic equipment and how to operate single and double action cylinders with mechanical valves and electrical solenoids. We also demonstrate knowledge of hydraulic power systems and applications. The trainees are taught in how to repair valves, pumps, blowers, compressors.

WORKSHOP 5

The trainees learn how to use hand and power tools and are introduced to the lathe machine. They gain knowledge on the pedestal and radial arm drill and milling machines. We teach them how to do DTI and laser alignments of motors, shafts, pumps, compressors etc.

WORKSHOP 6

Here the trainees are taught the activities of overhead line theory and practical, Lucas Nuller theory and practical for the electricity supply industry in KSA. They learn to apply knowledge and undertake practical learning of overhead line basic construction and dismantling of parts and overhead line materials; maintenance tasks of overhead lines from a bucket truck; climbing and replacing insulators; AC and DC technologies of power generation, transmission and distribution.

RENEWABLE ENERGY TECHNOLOGY WORKSHOP (RIYADH)

The Renewable Energy workshop cover most of the practical content of the syllabus related to the Renewable Energy program courses that describes: the electrical equipment and machines, basic concepts of the characteristics of solar energy and the wind turbine, how to measure energy generated in both technologies, and the factors that affect the amount of energy generated. In addition to defining the solar cell made of silicon and its method of operation. Trainees also calculate the conversion efficiency, the method of assembling solar cells, and identify the influence of the external environment on voltage and current.

This workshop also introduces the trainees to the applications of photovoltaic systems in both scenarios either stand alone or grid tied using all required equipment such as different type of inverter, charge controller, dump load.... etc.

Additionally, the trainees will be exposed to how the electrical energy is generated from wind by identifying wind speeds and how the mechanical energy is obtained from wind turbines. The trainees will also be exposed to the types and design of wind turbines, in addition to identifying the components of the wind energy system and how to generate electrical energy.



ADMISSIONS

SESP is a post- secondary avocational training institution offering admission to post- high school graduates over the age of 18. Unless otherwise stated in programmatic information, the level of occupation for the programs as described in this prospectus is that of technician or skilled helper (see graduate credentials).

Candidates should consult their prospective company sponsors regarding admission requirements for students with special needs.

SESP does not discriminate on the basis of sex, race, ethnic origin or religion.

Candidates should be aware that on undertaking a program at SESP they are agreeing to adhere to all SESP regulations and classroom procedures as mentioned in the contract between SESP and the trainee's company. Incoming trainees will sign an agreement to this effect during the orientation session.

No type of financial aid/ financial assistance/ tuition scholarship provided by SESP is

SAUDI ELECTRICITY COMPANY TRAINEES

currently available to trainees. To be eligible for admission to Saudi Electric Company (SEC) - sponsored programs at SESP, trainees must:

1. Currently be employed by their sponsor.
2. Comply with their sponsor's training requirements.
3. Meet the minimum age requirement of 18 years old.
4. Be proposed by SEC for a SESP program.

The above applicants for training at SESP should complete the admissions process in its entirety with the Saudi Electricity Company.



COMPANY TRAINEES OTHER THAN SEC

- SESP works with the sponsor companies to take students through a screening process that identifies those potential applicants who are deemed capable of successfully completing the training and only these trainees will be offered employment and a place in the training program.
- ATB (Ability to Benefit) is not applicable to company placed trainees at SESP (no financial aid is available from either the company sponsor or SESP) and no ATB test is administered.

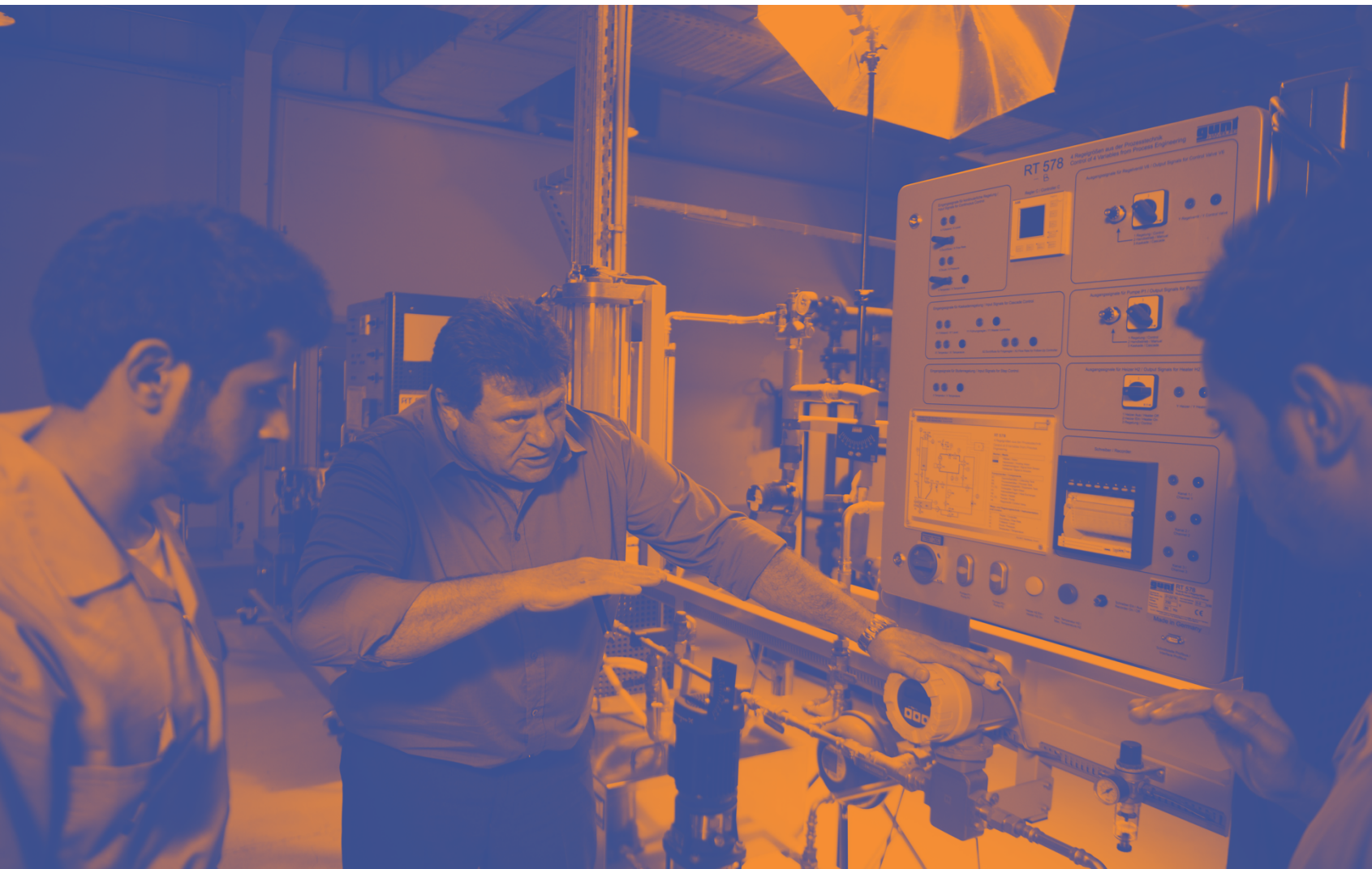
• SESP admission requirements for non-SEC trainees include:

1. Inclusion in the sponsor company list of candidates to potential training at SESP
2. Presentation of National Identity Card Grade 12 High School Certificate
3. Grade 12 High School Certificate
4. Successful interview (Demonstrating basic knowledge of math and English language)
5. No prior dismissal or withdrawal from an SESP program
6. Physical fitness capabilities associated with certain job characteristics
7. Compliance with the minimum age requirement of 18 years old

MAXIMUM NUMBER OF TRAINEES

Theory classes have a maximum of 20 trainees per class.

- On the successful completion of the interview stage, the applicant will be requested via SMS messaging to attend a medical check
- Successful trainees who comply with all requirements including the medical check will be eligible for admission and informed regarding the date of commencement of the program.
- Timely and accurate information will be made available to the applicant regarding the program and courses of interest to him. No unreasonable barriers have been created which could prevent the prospective trainee from gaining access to his education and training.



PROGRESSION

SESP trainees will be supported fairly by instructors, managers, and staff trained to help trainees move through each trimester, and year to year, to on-the-job training (OJT). SESP has fair policies to help trainees graduate and complete the program. Each trainee will be watched and evaluated for participation, learning, attendance, and regular exams. All SESP trainees must read the complete rules on passing, failing and progression by week one of year one. Satisfactory progress is evaluated every three months. The total number of clock hours for an Associate diploma program is 1690 clock hours (including OJT). To be making satisfactory academic progress, a student must attend at least 90% of the scheduled class hours on a cumulative basis during each evaluation period. Penalties for poor attendance are shown on the corresponding page of this prospectus. An appeals process is in place for trainees. Please see the corresponding section of this prospectus.

Trainees must demonstrate sufficient academic progress to advance from Trimester to Trimester, Year 1 to Year 2, and then Year 2 to OJT. To progress, trainees must demonstrate sufficient academic progress to ensure their safety in, and readiness for, the workplace. SESP shall have fair and transparent procedures to monitor and support trainee progression, process involuntary withdrawals, and provide for graduation of trainees once they have successfully completed all components of the program.

Trainees' progress will be monitored through:

- Trainee participation
- Attendance
- Summative Assessments; and



- Formative Assessments.

Trainees with a Passing Grade: Trainees with a passing grade (A, B, C, D, Ex, TC, CC, or CO) will be automatically progressed to the next level. **Trainees at Risk of Receiving Less Than a Passing Grade:** Teachers will use the Early Alert System to keep Trainee Advisor informed of academically challenged Trainees. HOD, teacher, and Trainee Advisor to agree on an intervention strategy.

- Trainee Advisor meets with academically challenged Trainees to develop remedial plans.
- Teachers, Heads of Department, Trainee Advisor, monitor progress of remedial plans and take appropriate action as may be necessary.

Trainees That Receive One Failure Grade (F) In a Trimester: **A Trainee that receives less than a passing grade in any course for a trimester shall receive an Academic Warning by the Registrar signed by the HOD and considered to be an at-risk Trainee:**

- Trainee Advisor prepares a Learning Contract
- HOD reviews/approves Learning Contract
- At risk trainee signs Learning Contract as a condition of progression
- Teachers, Heads of Department, and Trainee Advisor
- monitor progress of Learning Contract and take appropriate action as may be necessary; and
- Academic Review Committee is presented with the outcome of the Learning Contracts at the conclusion of each contract.

Trainees who Receive More Than one Failure Grade (F) in a Semester

Trainees can progress to Trimester Two with a maximum of two course failure grades as long as Learning Contracts are in place and all remedial learning activities designed have a high margin of success. This trainee will be placed on academic probation by the Academic Registrar and considered an Extreme Risk trainee. Extreme risk trainees must obtain prior approval from the SESP Academic Leader and sign an Academic Learning Contract before proceeding with Re-enrollment. Trainees who are denied enrollment may appeal to the SESP Managing Director.

Progression from Trimester Two to Trimester Three

A trainee must complete all Trimester Two to Trimester Three courses successfully to progress to Trimester Four:

- On appeal to the Academic Committee one course may be carried over to Trimester Three provided its skills and knowledge subsumed within another course in a subsequent Trimester
- Trainees whose appeals have been denied by the Academic Committee may appeal to the SESP Managing Director

Progression to Trimester Four - On the Job Training

A Trainee must complete all courses successfully to enable movement onto the OJT component of his program. Trainee who does not successfully complete all courses from Trimester One to Trimester

Three inclusive automatically fails the program and is dismissed from SESP, subject to appeal if the trainee wishes.

TRANSFER OF CREDIT

Any request for transfer of credit must be addressed in the first instance to the Academic Leader of SESP. Transfer of credit will only be considered where the corresponding course grade obtained and considered for transfer is at or over a GPA of 2.00.

A. SESP considers transfer of a trainee between SESP training centers, between programs and with compliance regarding either of the following requirements:

1. The trainee's company authorizes such a transfer of credit for a trainee applying for a transfer between SESP centers (the trainee complies with the sponsor company's established guidelines/ requirements).
2. For a transfer between programs, the trainee's transcript to date identifies successfully completed courses that are eligible for prior credit.

B. A trainee may also request transfer of credit between programs if:

1. The trainee demonstrates some incompatibility with the program that was not previously known.

C. A trainee may also request transfer from other institutions if he complies with the following:*

1. The institution from which the transfer is made must be accredited by an agency acceptable to SESP and to SESP's accrediting partners.
2. The trainee is required to submit his original official transcripts of all previous trimester/semesters of study to SESP authorities for verification.

In order to guarantee the quality of the credit, In order to guarantee the quality of the credit, the trainee's prior credit to be

considered is for courses where the medium of instruction has been in English and in a similar program or in an institution where similar programs are conducted. Such an institution must demonstrate that its programs align and are consistent with established recognized industry training standards.

3. To this end the following documentation is required:

- a. The applicant must have obtained a GPA of 2.0 out of 4 for such a course credit (transcript with evidence of course credit), with the syllabus of the course/ program outline also to be considered (evidence of comparability of program).
- b. Institutional Catalog (evidence of meeting recognized industrial training standards)

*Please note: SESP has no legal/articulation agreement with any entity in KSA regarding the transfer of trainees into its programs. The training manager considers the accredited status of the original entity and compares the syllabi of all courses studied to those of the program and then decides the courses for exemption. Transfer credit evaluation by SESP is implemented on a fair basis. Trainees may appeal a first credit decision by providing new documents that may lead to the overturn of the decision made. The decision by SESP regarding the credit transfer is final in all of the above categories A-C.

No administrative fees are assessed for testing, evaluation, or granting transfer of credit in either category A, B or C.

D. Transfer of Credit to another institution

1. SESP undertakes to assist any trainee who requests transfer of credit to another institution, providing guidance or counseling and providing an official transcript, syllabi, or course outlines as per the request of the trainee.
2. SESP will produce evidence when required to the third party as to the veracity of the transcripts.

ACCREDITED PROGRAMS



SESP centers at Juaymah and Riyadh and selected programs are accredited and approved by ACCET, the Accrediting Council for Continuous Education and Training. This American accreditation agency is officially recognized by the U.S. Department of Education. Subsequent to an objective professional evaluation of our centers and programs, ACCET granted SESP accreditation in April, 2018. In support of the Standards for Accreditation, SESP as an ACCET member, will uphold the following principles of professional ethics:

- To provide programs of study that are educationally sound, up to date, of high quality and are demonstrably effective.
- To maintain fair, ethical, and clearly stated advertising, admission, and enrollment practices by accurately and fairly representing the ACCET – accredited institution and its service to its constituency.
- To provide effective student counseling and motivational programs that recognize individual differences and ensure successful student retention, graduation and, where applicable, employability.
- To demonstrate the ultimate benefit of private educational training programs through satisfied participants.
- To maintain an effective peer review system that ensures proper and ethical administration of all financial operations of the institution.

- To promote the concept of voluntary self-regulation inherent in the accreditation process.
- To demonstrate a commitment to educational services through community involvement and participation.
- To promote continuing education and training programs of the highest quality and integrity.

GRADUATE CREDENTIALS

Trainees will receive the following on completion of their OJT components:

Associate Diploma in Operational and Maintenance Engineering (12 months)

- Renewable Energy Technology

GRADUATE EMPLOYMENT

SESP states that the graduating trainee's rights to placement in employment rest with the sponsoring company and in accordance with the agreement/ contract between the sponsoring company and the trainee. SESP does not guarantee the employment of the trainee at any third Party sponsoring company.

COURSE STRUCTURE

TRIMESTER One of the program focuses on English language acquisition, Technical Bridging subjects and specialized courses from the chosen diploma program:

- English Language (Technical)
- 2 specialized courses from the main syllabus of the diploma program
- Mathematics
- Report Writing I
- Workshop Practice

On completion of TRIMESTER One, trainees will have the language and technical bridging knowledge to enable them to move on to other specific technical programs.

Our TRIMESTER Two focuses on the workshop environment with trainees carrying out real-world practical activities, together with Report Writing II, Health and Safety in the chosen discipline, and two specialized courses. Trimester Three is dedicated to specialized courses of the chosen discipline. In Trimester Four, trainees are exposed to on-the-job training (OJT) relevant to their technical programs at the assigned company facilities, supervised by visiting on-the-job training (OJT) instructors

WEEKLY TIMETABLE

All classes have a weekly timetable which informs the trainee of the:

- Course location
- Session timings
- Instructor
- Subjects studied

EXPECTED HOURS OF STUDY

Diploma programs consist of 30-32 hours of taught study per week for Year One and Year Two courses. On the Job Training consists of 40 hours per week.

Associate Diploma programs consist of 30-35 hours of taught study per week for Year One courses. On the Job Training consists of 40 hours per week.

Please consult the study plans for individual program hours per week and total hours per program.

Trainees are advised that there is an expected minimum of 10 hours of after-class study per week.

ATTENDANCE

POLICY

Attendance and punctuality are fundamental requirements at SESP. Trainees are expected to respect and adhere to all approval attendance requirements.

ATTENDANCE REQUIREMENTS

- Attend classes regularly
- Be on time every period
- Participate

ATTENDANCE [SPECIAL LEAVE OF ABSENCE]

Special Leave does not count towards the total number of trainee absences. Special Leave consists of:

- 3 days for marriage
- 1 day for the birth of a child
- 3 days for the death of a wife, parent, grandparent, or brother/sister
- 5 days for Hajj (once only)

In these circumstances the trainee should discuss the matter with the Head of Department and Trainee Advisor. The following points apply to special leave of absence:

- The length and frequency of leaves of absence must not impede trainee progress and must be reasonable within the context of the program curriculum.
- A trainee must submit a signed and dated Trainee Application for Leave of Absence form for a leave

of absence in advance where possible, together with a reason for the absence. If a trainee does not request a leave of absence as per the above, he will be reported to the company sponsor who will have the right to withdraw the trainee from the program.

- The Head of Department will discuss the impact of the absence on the trainee's academic progress with the trainee, his teachers, and the Trainee Advisor.
- The trainee record will show an NC grade on the trimester report if assessments are not completed during the trimester. The trainee will attest to understanding the procedures and implications as explained to him regarding his return or failure to return to his course of study.
- The reason for the absence must be identified and evidence to that effect provided on the trainee's return.
- The maximum extended leave of absence within a twelve-month period is 180 days or one half the published program length, whichever is shorter.
- Leave of absence must be in compliance with any applicable requirements laid down by the sponsor company. If stricter, the sponsor company's requirements take precedence.

SICK LEAVE

- If a trainee is sick and cannot attend SESP, then he must visit a doctor and obtain a medical certificate
- If a trainee is absent for more than one day, then the certificate must cover all days.
- The trainee must give his medical certificate to the Trainee Affairs Counsellor (TAC) on the first day that he returns to SESP.
- TAC will check the dates and the illness specified and adjust the attendance sheet accordingly.
- An excused absence still counts as an absence.
- An excused absence counts toward the total number of absences.
- A trainee should not exceed 10% of academic hours for excused or unexcused absences.
- All medical certificates will be kept in the trainee's permanent file.

ATTENDANCE COMMITTEE

- Attendance Committee shall consist of a minimum of four members.
- Attendance Committee is responsible for monitoring the absences of trainees.
- Attendance Committee shall forward its recommendations to the SESP Managing Director for further review and approval.

SESP Management will send its recommendations to the sponsor for their final action.

PENALTIES FOR POOR ATTENDANCE

Absences - Trimester System

Absence - Trimester System		Action	Recommendation	Pre-Approval	Approval
Excused	Unexcused				
8 absences		1 st warning	TAC	TAC	TAC
16 absences		2 nd warning	TAC	TAC	TAC
24 absences		Trainee Report	ATC	ATC	TM
+30 absences		Dismissal	ATC	MD	SPONSOR

Abbreviations

Trainee Affairs Counsellor	TAC	Attendance Committee	ATC
Managing Director	MD	Training Manager	TM

Actions taken by TAC

- 10+ Absences: Calling his sponsor to meet with TAC for advice. Sending email to the sponsor.
- 15+ Absences: Requesting his sponsor to come and sign an undertaking letter. Sending email to sponsor.
- 20+ Absences: Requesting his sponsor to come and sign an undertaking letter. Sending email to the sponsor.



ASSESSMENT

PASS OR FAIL

- All courses must have at least two major graded assessments.
- Grades are based on course performance.
- Grades may also be given for additional work/activities.
- Transcripts will be issued.

Graduation Requirements

To graduate from a SESP program, the trainee must fulfill the following graduation requirements:

- Successful completion of graduation requirements as per the study plan.
- Achieve an overall cumulative GPA of not less than 2.25 (C-Good).

Job Placement

Please note that on graduation from a SESP program, subsequent job placement in the sponsor company is stipulated according to the terms of the contract undertaken between the trainee and the sponsor company. SESP does not, therefore, enter into any agreement with the sponsor company or the trainee to guarantee job placement.

GRADING

The grading system used for trainee achievement in the major courses is illustrated in Table 1.

- Obtain a GPA of not less than 2.50 (Competent) in the practical field of specialization.
- Successfully complete all the course requirements in accordance with his specialization program.

Note: When a trainee approaches graduation, his academic record is reviewed and checked by the Trainee Affairs Registration Department and academic leadership to verify that he fulfills all the graduation requirements

Table 1: Grades and Grade Points

Marks	Grade	Grade Points
95 – 100	A+	4.00
90 – 94.5	A	3.75
85 – 89.5	A-	3.50
80 – 84.5	B+	3.25
75 – 79.5	B	3.00
70 – 74.5	B-	2.75
65 – 69.5	C+	2.50
60 – 64.5	C	2.25
55 – 59.5	C-	2.00
50 – 54.5	D	1.75

Ranks of Academic Excellence

GPA	Grade
3.75 - 4.00	Exceptional
3.50 - 3.74	Excellent
3.25 - 3.49	Superior
3.00 - 3.24	Very Good
2.50 - 2.99	Above Average
2.00 - 2.49	Good

0-49.5 results in Grade F and 0 Grade Points

ENGLISH AND TECHNICAL BRIDGING

ASSESSMENT PROCEDURES

All SESP assessment components of Year 1 shown in Table 2 provide measurable evidence to reliably interpret a trainee’s technical and language learning competency as defined by the program objectives and specific learning objectives. The pass mark for both English and Technical Bridging is 55%; however, Workshop Practice is 65%.

All SESP assessment components of Year 1 shown in Table 2 provide measurable evidence to reliably interpret a trainee’s technical and language learning competency as defined by the program objectives and specific learning objectives. The pass mark for both English and Technical Bridging is 55%; however, Workshop Practice is 65%.

TABLE 2: SESP Course Assessment Criteria

Course Category	Assessment Components	Assessed by			Weighting %
		Faculty	Peer/Self	Industry	
English Math Science Health and Safety	Assignments	✓			5
	Quizzes	✓			30
	Exam 1	✓			30
	Exam 2	✓			30
	Work Ethic	✓			5
	Total				100
Course Category	Assessment Components	Assessed by			Weighting %
		Faculty	Peer/Self	Industry	
Technical Drawing	Assignments	✓			5
	Drawing Assessment 1	✓			30
	Drawing Assessment 2	✓			30
	Drawing Assessment 3	✓			30
	Work Ethic	✓			5
	Total				100

Quizzes

The purpose of a quiz is to serve as a measurable benchmark to ensure that a trainee has mastered the learning goals.

Quizzes are important for three reasons:

1. A quiz is formative. It not only helps give trainees feedback as to their strengths and weaknesses in mastering learning goals but also provides useful data to the department which can be used in the academic support classes.
2. A quiz directs trainees to a continuous seriousness of purpose as a learner and as an SESP vocational trainee. Through a quiz, a trainee is reminded of the connection between study and learning success, between the motivation to achieve a goal and meeting that goal.
3. Finally, it eliminates testing bias and the requirement for a mock exam.

Exams

These are high stake, summative assessments that aim to measure a trainee's mastery of particular outcomes over half a trimester (usually 6 weeks of study).

1. The exams provide valuable data to the trainee and instructor about a trainee's progress in the program. This data informs whether the trainee needs further academic support and counseling in continuing in the program.
2. The trainee is entitled to re-sit the exam if he has failed but the maximum score he can receive is 55%.

TECHNICAL ASSESSMENT PROCEDURE

SESP assessment components for Year 2 shown in Table 3 provide measurable evidence to trainee's technical and hands-on skills competency as defined by the program objectives and specific learning objectives. The pass mark for Practical is 65% and Theory is 55%.

Table 3. SESP Technical Course Assessment Criteria

Course Category	Assessment Components	Assessed by			Weighting %
		Faculty	Peer/Self	Industry	
Generic Core	Practical (80% hands on skills + 20% log book)	✓			80
	Theory Exam	✓			15
	Work Ethic	✓			5
	Total				100

Course Category	Assessment Components	Assessed by			Weighting %
		Faculty	Peer/Self	Industry	
Technical (Major Core & Major Specialization)	Practical (80% hands on skills + 20% log book)	✓			80
	Theory Exam	✓			10
	Work Ethic	✓			5
	Quizzes	✓			5
	Total				100

Practical

The purpose of the practical is to ensure that the trainees reach a level of competency in the skills that are required by the unit standards learning outcomes. If a trainee fails a practical, he is entitled to redo the practical until he is considered competent but the maximum score he can receive is 65%.

Theory Exam

The theory exam is a summative assessment that aims to measure a trainee's mastery of the learning outcomes associated with the unit standards. The exam gives valuable data about a trainee's achievement of competency. The results help inform and support additional evidence as to whether the trainee has achieved mastery of the learning outcomes to continue into the next course. The trainee is entitled to re-sit the exam if he has failed but the maximum score he can receive is 55%.

Quizzes

The purpose of a quiz is to serve as a measurable benchmark to ensure that a trainee has mastered the theory learning outcomes.

A quiz is formative and therefore helps give trainees and instructors feedback as to their strengths and weaknesses.

Work Ethic (both English and Technical Bridging, and Technical courses)

Trainees are awarded Work Ethic points in the technical classes. Their scores are aligned with the criteria in the Trainee Disciplinary Report. Technical instructors award points at the end of the day, recorded in the attendance spreadsheet.

Trainees lose a point if they do not meet one of the criteria listed below. The maximum points lost are 3:

1. Sleeping
2. Bad conduct
3. Unprepared for class (uniform, handouts, iPad, pencil, etc.).
4. Leaving class without permission in class
5. Uncooperative
6. Having a phone in class
7. Incomplete coursework

Note: A trainee will earn 0 points for the day if he is absent for any class period or he uses his cell phone

The procedure for a specific repeated infraction is listed below:

1. Verbal warning
2. Lose Work Ethic point
3. TDR and 0 points for the day



ASSESSMENT RESULT REVIEW

A trainee has the right to review his assessment results within one week from the results announcement date. A trainee should contact Trainee Services in order to fill in an Exam Review Request Form.

Re-sit theory exams take place within three weeks of the results announcement date.

Note: English and Technical Bridging exams and Technical theory exams– the maximum mark a trainee can receive in a re-sit exam is 55%.

Technical Courses - If a trainee fails a practical, he is entitled to re-do the practical at any point thereafter (up to two weeks after the practical) until he is considered competent but the maximum score he can receive is 65%

EXTENUATING CIRCUMSTANCES

In extenuating circumstances (i.e., serious illness, accident or serious family problems, a trainee misses a scheduled assessment), these factors may be taken into consideration in granting a resit.

SESP will honour extended leave of absence as approved and made known by the sponsoring company.

EXAM COMMITTEE

- Exam Committee consists of the Senior Training Coordinator (STC), Head of Department (HOD) and Assessment Developer.
- Exam Committee is responsible for creating a schedule for the exam dates and times and creating the exam and answer key.
- Exam Committee reviews all exam infractions and discrepancies.
- SESP Management approves the results.
- SESP will send the results to the sponsor.
- Trainees who fail an exam will retake that exam based on approval of the Managing Director.
- Trainees who fail the re-sit exam will sign a commitment undertaking.
- SESP Management will send their recommendation to the sponsor for their review and action.

BONUSES

At the end of the trimester, SESP Management will send a list of trainee names with the highest GPA and no absences to the sponsor in order to receive bonuses.

STUDENT SERVICES

SESP offers the following services to its trainees:

- Academic advising - SESP offers counselling services based on its policy. Any questions on the counselling service as explained in orientation should be referred to the Trainee Services Department.
- Remedial services - Remedial services are offered to those trainees who are understood to be in need of assistance in attaining their learning outcomes.
- Internet access - Internet access is available to trainees for use in the Hub social area.
- OJT mentoring - As an important part of vocational training, the trainee can take advantage of OJT mentoring to receive the most benefit from this experience.
- Medical services - Nursing services at a fully- equipped medical center on site and evacuation services are available to the trainee should he require medical attention.
- Subsidized catering services - Trainees can take advantage of low-price refreshments and hot/ cold food as available, at all SESP training centers.

TRAINEE RIGHT TO ACCESS RECORDS

Policy:

- All information relating to trainees in SESP must be stored securely and only accessed by authorized staff
- A trainee will be allowed access to their own personal information in order to update or amend that information. Proof of identity must be obtained before release of the information is given
- Information relating to trainee data may be released to an approved agency
- Information relating to trainees must not be released to non-approved third parties without a trainee's written consent. The only exception to this rule is in case of a legal or police matter where the request is put in writing and approved by the Managing Director
- Personal information must only be collected for the purposes of supporting the functionality, goals and objectives of SESP.

CODE OF CONDUCT

Trainees are expected to be:

Honest
Responsible
Respectful

Not following the Code of Conduct may result in:

Written Warning
Probation
Dismissal

TYPES OF VIOLATIONS.

Safety:

- Not wearing uniform
- Not wearing ID badge or PPE
- Not following safety rules

Attitude:

- Poor attendance
- Low participation
- Not bringing textbooks, equipment, or iPad

Study Habits:

- Not doing your homework
- Not completing tests or quizzes
- Not participating in hands-on activities

CODE OF CONDUCT PROCESS

Violations are reported using a Trainee Disciplinary Report Form (TDR)

2 TDRs = Verbal Warning

3 TDRs = Written Warning

4 TDRs = Final Written Warning + Probation 6 TDRs =

Dismissal (Disciplinary Committee)



DISCIPLINARY PROCESS

VW= Verbal Warning WW= Written Warning. FW= Final Warning

Type of Violation	1st	2nd	3rd	4th
Fighting, threatening behavior, bullying or harming others	FW	Dismiss		
Stealing, using the instructor's computer without permission	Dismiss			
Misusing SESP's materials and property	FW	Dismiss		
Damaging school property or property of others	Dismiss			
Taking books without permission	FW	Dismiss		
Failure to comply with instructions: i.e., haircut, uniform, or safety	W W	FW	Dismiss	
Smoking on SESP campus	FW	Dismiss		
Not wearing ID badges and/or PPE	VW	WW	FW	Dismiss

DISCIPLINARY COMMITTEE

- Disciplinary Committee shall consist of a minimum of four members.
- Disciplinary Committee is responsible for enforcing campus-wide discipline and Code of Conduct.
- Disciplinary Committee will forward its recommendations to SESP Training Manager.
- SESP Management will send their recommendation to sponsor for further action.

APPEALS

Trainees can appeal decisions

related to:

- Discipline
- Review of results
- Suspension



APPEALS PROCESS

All decisions are final

Appeals must be logged in writing

Appeals must be handed to Trainee Affairs

Appeals must be made within 2 weeks of event/ action

COMPLAINTS PROCESS - ACCET

If you are not happy with the appeal result or have another kind of complaint, please remember that ACCET is one of SESP's accrediting agencies and may be contacted by the trainee or former trainee to seek conflict resolution. Should the trainee or former trainee wish to do so the contact address is:

ACCET CHAIR, COMPLAINT REVIEW COMMITTEE

1722 N Street, NW Washington, DC

20036

Telephone: (202) 955-1113

Email: complaints@accet.org

Website: www.accet.org

Should help be required in terms of what the content must include, please contact the trainee affairs registrar or consult the *Notice to Students: ACCET Complaints Procedure*.

APPENDIX 1

Appendix 1: Induction Week
<p>Prepping for Opening Day</p> <ul style="list-style-type: none"> • Induction Timetable • Opening Day Ceremony • Classroom Location • SESP Instruction + Regulations + Academic Calendar • Distribution: Safety Shoes + Uniforms
<p>Forms</p> <ul style="list-style-type: none"> • Insurance Form • ID Form • Signature Sheets for ID, Uniforms, Books, iPad

SAMPLE INDUCTION TIMETABLE

Day	Period 1 8:00-9:00	Break 20 min	Period 3 11:20-12:20	Lunch 12:20- 1:05	Break 20 min
SUNDAY	SEATING IN HUB		PHOTO ID, LOBBY 1 11:20-11:50 2 11:50 – 12:20		
MONDAY			UNIFORM 3+4 SAFETY/TOUR		

APPENDIX 2 SAMPLE INDUCTION TIMETABLE

Timetable	Periods	Sunday									Monday								
	Instructors	1	2	3	4	5	6	7	8	9	1	2	3	4	5	6	7	8	9
0700 - 0750	1	M	S	H	E	E	E	E	E	E	M	S	H	E	E	E	E	E	E
0800 - 0850	2	E	E	E	M	S	H	E	E	E	E	E	E	M	S	H	E	E	E
0900 - 0950	3	E	E	E	E	E	E	M	S	H	E	E	E	E	E	E	M	S	H
1020 - 1110	4	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E

MATH = M. HEALTH AND SAFETY = H SCIENCE = S QUIZ OR EXAM = Q 1 Mr. Thomas Smith Room No. 1210

APPENDIX 3 GPA CALCULATION and SAMPLE COURSE CALCULATION

$$\text{Trimester 1 GPA} = \frac{\text{Total Quality Points}}{\text{Total Credit Hours}} = \frac{76.50}{30} = 2.55$$

Course	Total	Grade	Credit Hours	Grade Points	Quality Points
AVAET-211	62%	C	7	x 2.25	= 15.75
G. Math-122	95%	A+	3	x 4.00	= 12.00
WT-111	70%	B-	4	x 2.75	= 11.00
WT-112	78%	B+	4	x 3.25	= 13.00
RW-121	85%	A-	3	x 3.50	= 10.50
Total Credit Hours			21	Total Quality Points 62.25	

Trimester 2: GPA

Course	Total	Grade	Credit Hours		Grade Points		Quality Points
RW-132	69%	C+	3	x	2.25	=	6.75
RET-125	75%	B	5	x	3.00	=	15.00
RET-121	55%	C-	6	x	2.00	=	12.00
W.HSE-112	80%	B+	4	x	3.25	=	13.00
Total Credit Hours			18		Total Quality Points		46.75

$$\text{Trimester 2 GPA} = \frac{\text{Total Quality Points}}{\text{Total Credit Hours}} = \frac{46.75}{18} = 2.6$$

Cumulative GPA Calculation:

$$\text{Trimester 2 CGPA} = \frac{\text{T1 Total Quality Points} + \text{T2 Total Quality Points}}{\text{T1 Total Credit Hours} + \text{T2 Total Credit Hours}} = \frac{62.25 + 46.75}{21 + 18} = 2.59$$

SESP PROGRAMS

The background is a faded, orange-tinted photograph of a construction site. A large crane is visible on the left side, and a worker in a hard hat is on the right. A large, white, stylized 'Z' shape is overlaid on the image, consisting of two parallel diagonal lines and a horizontal bar in the middle.

ASSOCIATE DIPLOMA IN OPERATIONAL

MAINTENANCE ENGINEERING (ADOME)

12 MONTHS

RENEWABLE ENERGY TECHNOLOGY (RET)

DESCRIPTION

A Renewable Energy Technician performs specialized techniques for maintenance and operation jobs in the area of renewable energy – solar energy and wind energy but also bio-mass and hydropower, working in the area of solar system installation, operation and inspection, trouble shooting and repair, and wind turbine installation, operation and inspection, troubleshooting and repair. The technician will determine the characteristics of photovoltaic systems, grid--connected or stand-alone; work with modern heating and heat storage systems based on renewable energy sources. The technician also helps with cabling and grounding, and testing and commissioning.

Educational/ Avocational Objectives

The expected RET educational/vocational objectives are that, upon completing all training courses including OJT, the trainee will be able to:

- Apply principles of mathematics and applied science, to perform technical calculations and solve technical problems of the types commonly encountered in operation and maintenance technology careers.
- Demonstrate an ability to communicate effectively and function efficiently with members of multi-disciplinary teams and with other workers in an industrial setting, including those from different backgrounds.
- Understand renewable energy sources and the benefit of this type of energy.
- Explain energy principles and how they relate to using renewable energy sources.
- Describe the technology of the sources and conversion of renewable energy.

- Explain environmental impact and safety of each source of renewable energy.
- Explain economic issues around renewable energy sources.
- Evaluate, compare, and select energy systems based on economic and environmental considerations.
- Apply the fundamentals of solar system installation, operation, and inspection
- Apply the fundamentals of wind turbine installation, operation and inspection.

SESP PROGRAM STUDY PLAN - RET



The mode of delivery for SESP programs is based on a trimester clock hour system, with three trimesters per year, each trimester comprising 13 weeks, five days a week. SESP represents its training in the following pages in both credit hours (CRH) and in Clock Hours/contact hours (CLH/CTH)

SESP defines a clock/contact hour as a 60 min span of time, with no less than 50 minutes of class instruction

Trainees will be given a break as per educational practice

Total clock hours refer to all hours of instruction representing the length of the full time program, including lecture, lab, and externship/internship where part of the program

Conversions from clock hours to credit hours are made,

which all comply with ACCET* study requirements for Trimester credit-hour programs

FOR ALL PROGRAMS: CRH: credit hours L: lectura. P: Practical/ externship/ internship T: Tutorial/ Lab.

CLH/CTH: Clock/Contact hour

*ACCET – ACCREDITINGCOUNCIL FOR CONTINUING EDUCATION & TRAINING

RENEWABLE ENERGY TECHNOLOGY (RET)

YEAR ONE

Program: Renewable Energy Technology						التدريبية الفصول على التدريبية الخطة توزيع الفصلية -II متجددة طاقة فني: لتخصص				
Trimester I	No	Course Code	Course Name	Prerequisites	Equivalent	No. of units				
						رو	مح	عم	تم	أس
						CRH	L	P	T	CTH
	1	AVAET-211	Technical English I			7	4	0	6	10
	2	G.Math-122	General Math-II			3	2	0	2	4
	3	WT-111	Wind Energy Technology			4	3	0	2	5
	4	WT-112	Introduction to working with Electrics & Electronics in the Wind Turbine Industry			4	2	0	4	6
	5	RW-121	Report writing - I			3	2	0	2	4
Total Number of Units						21	13	0	16	29

	No	Course Code	Course Name	Prerequisites	Equivalent	No. of units				
						رو	مح	عم	تم	أس
						CRH	L	P	T	CTH
Trimester II	1	RW-132	Report writing - II	AVAET-211 RW-121		3	2	0	2	4
	2	W.HSE 112	Health & Safety in Wind Turbine Industry	WT-111 WT-112		4	3	3	0	6
	3	RET-121	Introduction to Renewable Energy: Solar, Wind, Hydro and Biomass	WT-111 WT-112		6	4	6	0	10
	4	RET-125	Solar PV Systems Design			5	2	6	2	10
	Total Number of Units						18	11	15	4
	No	Course Code	Course Name	Prerequisites	Equivalent	No. of units				
						رو	مح	عم	تم	أس
						CRH	L	P	T	CTH
Trimester III	1	WT-131	Global Wind Organization - Basic Technical Training (GWO BTT)	WT-111 WT-112, W.HSE 112		5	3	7	0	10
	2	RET-136	Solar Thermal Applications	RET-121		3	1	0	4	5
	3	RET-137	Solar PV System Installation	RET-125		5	3	7	0	10
	4	WT-132	Global Wind Organization – Basic Safety Training (GWO BST)			4	2	0	4	6
	Total Number of Units						18	9	14	8

[YEAR TWO]

	No	Course Code	Course Name	Prerequisites	Equivalent	No. of units				
						رو	مح	عم	تم	أس
						CRH	L	P	T	CTH
Trimester I	1	RETOJT-311S	Installation of Renewable Energy Systems	RET-125, RET-137, WT-131, WT-132		2	4	16	0	20
	2	RETOJT-322S	Troubleshooting and Repair of Renewable Energy Systems	RETOJT-311S		2	4	16	0	20
	Total Number of Units						4	8	32	0

Total Number of Trimesters Credit Units						CRH	L	P	T	CTH
						61	41	61	28	130
							41	29	28	

On the job training is used to enhance trainees' knowledge and skills and to gain practical experience. For OJT each trainee will have a learning plan, signed by the trainee, instructor, and OJT employer. This plan includes instructional objectives and a list of on-the-job and classroom learning experiences. The plan will identify the work location and equipment, skills, and tasks relevant to the trainee's discipline.

CRH: Credit Hours L: Lecture P: Practical T: Contact Hours

	CRH	L	P	T	CTH
Total general Course Hours	16	10	0	12	22
Technical course hours	41	23	29	16	68
OJT hours	4	8	32	0	40

Total training hours (without OJT)			1170	
CTH per trimester			32.50	
General courses percentage			17%	
Technical courses hours %	Practical percentage		66%	83%
	Theory percentage		34%	
Total training hours with OJT			1690	
Credit hours			61	

TOTAL NUMBER OF PROGRAM CLH = 13X 130 = 1690

SESP STAFF

JUAYMAH

SESP Main Office and Administration

Managing Director:	Dr. Khalid Al Somaili
Executive Secretary:	Mr. Edwin Isidro
Academic Audit and Accreditation Manager:	Mr. Laurie Hopper
Business Development	---

Shared Services Department

Shared Services Manager:	Ms. Ebtihal Al Ghamdi
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Human Resources

HR & Recruitment	Ms. Ebdihal al Ghamdi.
Public and Gov. Relations:	Mr. Youssel Helal

Finance

Accounts:	Mr. Ebtihal Al Ghamdi
Budgeting & Controlling	Mr. Masum Emdadadullah
Payroll	---
Inventory and Materials Control	Mr. Abdullah al Abbas

IT and Educational Technology

IT:	Mr. Ali Ahmed
Educational Technology:	Mr. Ali Ahmed

Trainee Services

Trainee Relations	Mr. Ahmed Al Qassab,
Gov. Relations:	Mr. Yousef Helal

Academic Management

Academic Leader:	Dr. Rahim Jassim
Corporate Training & OJT:	Dr. Rahim Jassim
Research and Development:	TBD
Curriculum & Assessment:	Mr. Jan Buys
Testing & measuring:	Mr. Jan Buys

Juaymah Training Center

HOD - Technical Training: Pieter Erasmus

English and Technical Bridging Staff:

Technical Staff:

Yaswant Kumar
Wessel De Beer
Johan Gous
Wynand Erasmus
Iswarchand Ramcherita
Barend Duplooy

Riyadh

Administration

IT Specialist: Mr. Melvin Claveron
Trainee Services: Yousef Alanazi
Public and Gov. Relations: TBA
Inventory and Materials Control: Hani Al Harbi
Business Development: Saher Oklar

Riyadh Training Center

HOD – Technical Training: Nick Coetzee
STC – Technical: Johan Badenhost
English and Technical Bridging Staff:
Miles Amundsen
Julie Hollan
Mark McDonald
Ernst Crauwcamp
Rajikhan Vavaru Sahib
Werner Pieterse

Technical Staff:

Barend du Plessis
Abdulrahman Al Arfaj
Adnan Khan
Faraz Hashmi
Faraz Ahmed
Donovan Lewis
Deon Reyneke
Abdulaziz Al Anizi
Bilal Bin Tariq
Mohammed Haseeb Ur Rehman Qurechi
Kumar Singh
Irvin Slambert

BOARD OF TRUSTEES

Saudi Electric Services Polytechnic (SESP) is a non-profit organization operating under Technical and Vocational Training Corporation (TVTC).

SESP is governed by a Board of Trustees. Current members of the Board are:

NAME	SESP BOARD POSITION	PERMANENT POSITION / EMPLOYMENT	YEARS ON BOARD
Engr. Laith Al Bassam	Chairman	CEO – National Grid - SEC	7 years
Dr. Mohammed Al Oa'ed	Vice Chairman	Vice Contract Chairman College of Excellence	6 years
Engr. Khalid Al Tuaimi	Member	Generation Executive Director	9 years
Engr. Nasser Al Shareef	Member	SOA Executive Director SEC	7 years
Mr. Abdulrahman Al Obaied	Member	HR Senior Vice President SEC	7 years
Mr. Waleed Basuliman	Member	TVTC	5 years
Dr. Khaled Al Somaili	Secretary	Managing Director, SESP	10 years

CANCELLATION AND REFUND POLICY

This policy shall apply to the cancellation of all program courses within the course type identified below:

Courses offered as part of programs offered by SESP to companies with employed trainees.

Individual students are outside the scope of this policy.

Purpose

The purpose of this policy is to provide a safeguard for both SESP and potential company clients regarding the cancellation of programs on the part of the company client or of SESP, thereby seeking to promote good will through the use of explicitly stated fair and equitable cancellation and refund practices:

The Policy

SESP recognizes the following three circumstances that may lead to the refund of monies paid by company sponsors in regard to their employees and services contracted through SESP.

1. Should a company sponsor amend the number of employees (leading to the cancellation of an enrollment place) that are listed to start a program prior to commencement, and communicate the amendment at that time to SESP (prior to the start of the program), any fees paid in advance up to that point will be refunded in their entirety to the sponsor company.
2. If no communication is received from a company sponsor before the commencement date in relation to the company's wish to withdraw an employee or employees from a contracted program offered by SESP, any fees paid prior to the start of the program will be forfeited to the amount of 50% of the amount received.
3. Should a program or course be cancelled by SESP, any fees paid prior to the cancellation date will be refunded to the sponsor company.

COPYRIGHT COMPLIANCE

SESP operates in accordance with a copyright compliance policy

which provides guidance to SESP personnel and trainees relating to the use, compliance and limits of materials and software subject to copyright. This policy applies to all employees and trainees using SESP systems and SESP- sourced textbooks and teaching materials for academic and administrative purposes,

software demonstrations, and the operation and maintenance to

Information Technology (IT) systems. Copyright infringement such as unauthorized use/ distribution of materials may render SESP personnel/ trainees liable to prosecution under Saudi Arabian copyright laws.

RECRUITING, ADVERTISING AND PROMOTIONAL PRODUCTS POLICY

SESP acknowledges that the 2024-5 prospectus has been reviewed in line with the above policy in order to guarantee a fair description of contents regarding the institution and training programs.

SIEMENS



Organizations and vendors partnering with

PROSPECTUS
2023-24

