



**KEYSTONE**  
TRAINING INSTITUTE

# KEYSTONE TRAINING INSTITUTE



A LEADER IN  
PERFORMING  
FUTURE  
EDUCATION

## STUDENT HANDBOOK 2025-2026

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TRAINING INSTITUTE

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## KEYSTONE TRAINING INSTITUTE

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Dubai Investments Park, Dubai, UAE.

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# ABOUT OUR LOGO

The combination of gold ferns and a shield with maroon and white colors creates a unique and powerful logo that represents the institute's values and mission. The gold ferns add a touch of luxury and excellence, while the shield provides a sense of protection and strength. The maroon and white colors add a sense of creativity, passion, and clarity, representing the institute's commitment to providing a well-rounded education experience.

Here's a breakdown of the logo:

## Gold Ferns:

The two gold ferns on either side of the shield represent:

**Excellence:** Gold is a symbol of excellence and achievement, representing the institute's dedication to helping learners achieve their full potential.

**Growth:** Ferns are known for their ability to grow and thrive in a variety of environments, symbolizing the institute's commitment to helping learners grow and develop.



## Shield:

The shield in the middle of the logo represents:

**Protection:** A shield is a symbol of protection and defense, representing the institute's commitment to safeguarding its learners and providing a safe and supportive learning environment.



## Colors:

**Maroon:** Maroon is a deep, rich color that represents:

**Creativity:** Maroon is often associated with creativity, imagination, and innovation, representing the institute's commitment to fostering a culture of creativity and experimentation.

**White:** White is a clean and pure color that represents:

**Clarity:** White is often associated with clarity, simplicity, and transparency, representing the institute's commitment to providing clear and concise information and to being transparent in its dealings.

**Overall Meaning:** The logo as a whole represents the institute's commitment to:

1. Providing a premium education experience
2. Fostering a culture of creativity, innovation, and experimentation
3. Helping learners develop the skills and confidence they need to succeed
4. Upholding the highest standards of integrity and ethics
5. Providing a safe and supportive learning environment

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## WELCOME MESSAGE FROM THE DIRECTOR

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A very warm welcome to all the students!

I am thrilled to welcome you to Keystone Training Institute, a premier institution dedicated to providing high-quality education and training in the fields of Cyber Security, Hospitality Management, Business Management, and IT/Information Technology.

As the Director of this esteemed institution, I am committed to ensuring that our learners receive the best possible education and training, preparing them for successful and rewarding careers in their chosen fields. Our expert faculty, state-of-the-art facilities, and industry-relevant curriculum are all designed to provide our learners with a comprehensive and engaging learning experience.

At Keystone Training Institute, we are passionate about helping our learners achieve their full potential and make a positive impact in their industries. Whether you are interested in protecting computer systems from cyber threats, managing a hotel or restaurant, leading a business, or developing software, we have a program that is right for you.

Thank you for considering Keystone Training Institute as your partner in education and training. I look forward to welcoming you to our community of learners.

Sincerely,  
Director, Keystone Training Institute

THE OBJECT OF  
KEYSTONE  
TRAINING  
INSTITUTE IS  
TO GIVE YOUR  
CAREER SHAPE.



# WHY CHOOSE KEYSTONE?

At Keystone Training Institute, we offer a unique and supportive learning environment that is designed to help you achieve your educational and career goals. With an industry-relevant curriculum, expert faculty, and state-of-the-art facilities, we provide our learners with the skills and knowledge required to succeed in their chosen fields. Our small class sizes ensure that you receive personalized attention and support from our instructors, while our career support services, including career counseling and job placement assistance, help you achieve your career aspirations.

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We also offer flexible scheduling options, including online and offline classes, to accommodate your busy schedule, and our competitive tuition rates and financial aid options make our programs accessible to everyone. Additionally, our diverse community of learners and hands-on training approach help you develop the skills and confidence you need to succeed, and our recognition and accreditation by relevant authorities ensure that your degree or certificate is valued and respected by employers. Whether you're interested in Cyber Security, Hospitality Management, Business Management, or IT/Information Technology, we invite you to join our community of learners and start achieving your educational and career goals today.

# OUR MISSION AND VISION

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At Keystone Training Institute, our mission is to empower minds and unlock potential by providing high-quality education and training that prepares learners for successful and rewarding careers. Our vision is to be a leading institution in the fields of Cyber Security, Hospitality Management, Business Management, and IT/Information Technology, known for our innovative and supportive learning environment, expert faculty, and commitment to lifelong learning.



WE TRAIN OUR STUDENTS TO REACH THEIR MAXIMUM POTENTIAL.

Our mission and vision are guided by our values of:

- Excellence in teaching and learning
- Innovation and creativity
- Support and inclusivity
- Integrity and accountability
- Lifelong learning and continuous improvement

We are committed to achieving our mission and vision, and to making a positive impact on the lives of our learners and the communities we serve.

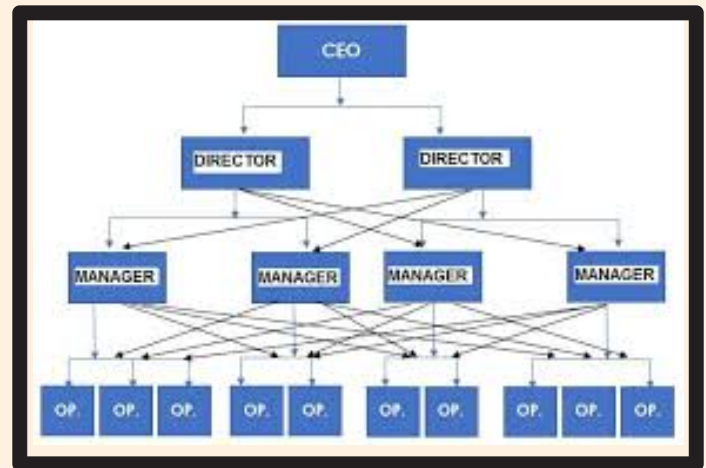


# OUR INSTITUTE POLICIES

## STAFFING STRUCTURE

Keystone Training Institute ensures that its staff, both instructional and administrative, are highly qualified, competent, and effective in their roles. All instructors possess the necessary professional experience and qualifications to deliver the courses offered. The staffing structure includes:

- President
- CEO/General Manager
- Operations Manager
- Administration Manager
- Training and Development Manager
- Administrative Staff
- Support Staff



## COMPLAINTS POLICY

Keystone Training Institute is committed to upholding fairness, equality, and excellence in both academic and service standards. We recognize that there may be instances when treatment or services fall short of expectations. We encourage feedback and ensure that all complaints are investigated fairly. Our process is designed to resolve issues promptly while maintaining confidentiality and providing a safe environment for raising concerns.

# OUR INSTITUTE POLICIES

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## HEALTH AND SAFETY POLICY

Keystone Training Institute is dedicated to maintaining a safe and healthy environment for all students, staff, and visitors. Regular risk assessments and control measures are conducted to ensure safety. Management oversees overall safety, with the Institute Administrator responsible for daily safety operations. All staff and students receive the necessary training and information to maintain a secure environment.

## DEVELOPMENT POLICY

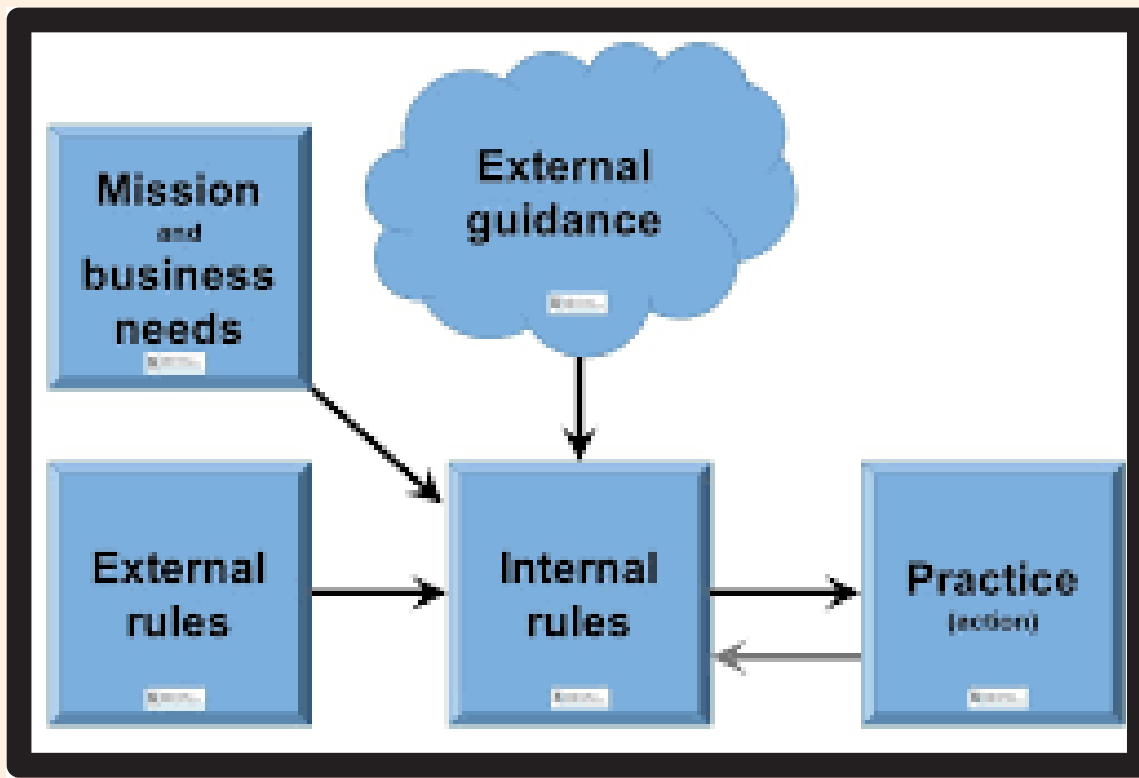
Keystone Training Institute is devoted to the continuous development of its staff and students. We allocate resources for ongoing training and development to ensure that everyone is kept up-to-date with the latest industry trends and knowledge. This policy ensures that both staff and students have opportunities for growth beyond their current roles.

## POLICY COMPONENTS:

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### FOR STAFF AND INSTRUCTORS:

- o Participation in relevant training and seminars.
- o Clear understanding of job expectations and institute policies.
- o Access to development opportunities and a conducive work environment.



### FOR STUDENTS:

- o Monitoring of performance and progress by instructors.
- o Internship opportunities in relevant industries as appropriate.

# YOUR FIRST WEEK AT KTI

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## ORIENTATION WEEK

Orientation Week for the freshers is from April 1 - April 5, 2025. During this week, freshers and their families will become familiar with various aspects of including the academic system, programme structure, infrastructure, policies, procedures and protocols of KTI and will have an opportunity to interact with the KTI community.

Schedule of activities for each day during the Orientation Week will be provided at the Front Desk

## IDENTITY CARD

Students will be issued with an identity card carrying their photographs. The nomenclature used in the student's unique identification number specifies the year of enrollment, programme of study and the campus (Dubai). Students are expected to keep the Identification Card with them at all times, especially when writing tests, going to the library, and also when they go out of town/campus. Since the identity cards are used for cashless transactions on campus, students are responsible for their safe-keeping.

Loss of the card should be reported immediately to the Student Services at [info@kti.ac.ae](mailto:info@kti.ac.ae) Phone: +971-522714954

# OUR PROGRAMS

## BUSINESS MANAGEMENT

This program is designed to give students a strong foundation in the core principles of business. It covers key areas like management, marketing, finance, and operations, helping students understand how businesses function and thrive. Whether you're looking to lead teams, manage projects, or launch your own company, this program prepares you with the knowledge and skills to succeed.

### SPECIFICATIONS

**Qualification title:** Level 4 Diploma in Business Management

**Qualification type:** Vocational Related Qualification (Higher Education)

**Level:** 4

**Accreditation status:** Accredited

**Credit Equivalency:** 120

**Qualification number (RQF):** 601/6048/2

**Progression routes:** Level 5 Diploma or second of 3 year Honor's Degree

**Availability:** UAE, Keystone Training Institute (KTI)

### UNITS

- Communications in Organisations
- Leadership and the Organisation
- Financial Awareness
- Managing Change
- Business Operations
- Developing Teams

Mandatory Units	Level	TQT	Credits	GLH
Communications in Organisations	4	200	20	80
Leadership and the Organisation	4	200	20	80
Financial Awareness	4	200	20	80
Managing Change	4	200	20	80
Business Operations	4	200	20	80
Developing Teams	4	200	20	80
<b>TOTAL</b>		<b>1200</b>	<b>120</b>	<b>480</b>

## SPECIFICATIONS

### Qualification title: Level 5 Diploma in Business Management

Qualification type: Vocational Related Qualification (Higher Education)

Level: 5

Accreditation status: Accredited

Credit Equivalency: 120

Qualification number (RQF): 601/6049/4

Progression routes: Final year University Honors Degree

Availability: UAE, Keystone Training Institute (KTI)

## UNITS

- Responding to the Changing Business Environment
- Effective Decision Making
- Business Development
- Business Models and Growing Organisations
- Customer Management
- Risk Management and Organisations

Mandatory Units	Level	TQT	Credits	GLH
Responding to the Changing Business Environment	5	200	20	80
Effective Decision Making	5	200	20	80
Business Development	5	200	20	80
Business Models and Growing Organisations	5	200	20	80
Customer Management	5	200	20	80
Risk Management and Organisations	5	200	20	80
<b>TOTAL</b>		<b>1200</b>	<b>120</b>	<b>480</b>

Total Qualification Time (TQT): Includes all activities that contribute to the achievement of a qualification, such as:

- Guided learning
- Independent research/learning
- Compiling a portfolio of work experience
- E-learning
- E-assessment
- Coursework
- Watching pre-recorded podcasts or webinars
- Work-based learning

Guided Learning Hours (GLH): Specifically refers to the time when a tutor is present to give guidance towards the learning aim, including:

- Lectures
- Tutorials
- Supervised study
- Live webinars
- Online and flexible schedule batches
- Supervised e-learning
- Supervised assessment activities, such as:
  - Observed assessments
  - Observed work-based practice

# INFORMATION TECHNOLOGY

The Information Technology program is all about preparing students for the fast-paced world of tech. Focused on modern marketing strategies, consumer behavior, and digital marketing, it gives students the tools they need to excel in the ever-evolving marketing industry. With a strong emphasis on hands-on learning, you'll be ready to tackle real-world challenges in the digital space.

## SPECIFICATIONS

Qualification title: Level 4 Diploma in Information Technology

Qualification type: Regulated Qualification Framework (RQF)

Level: 4

Accreditation status: Accredited

Credit Equivalency: 120

Qualification number (RQF): 603/4781/8

Progression routes: Level 5 Diplomas in IT; the second year of undergraduate study in Computer Science, Information Technology or related; or directly into employment in an associated profession

Availability: UAE, Keystone Training Institute (KTI)

## CORE UNITS

- Information Technology and IT Ethics
- Mathematics and Statistics for IT
- PC Maintenance and Operating Systems
- Computer Graphics Editing and Database Concepts

## ELECTIVE UNITS

- Web Design 1
- Graphical User Interface (GUI)

\*Learners must complete all four core units and two elective units\* for a total of 120 credits.

# INFORMATION TECHNOLOGY

The Information Technology program is all about preparing students for the fast-paced world of tech. Focused on modern marketing strategies, consumer behavior, and digital marketing, it gives students the tools they need to excel in the ever-evolving marketing industry. With a strong emphasis on hands-on learning, you'll be ready to tackle real-world challenges in the digital space.

## SPECIFICATIONS

Qualification title: Level 5 Diploma in Information Technology

Qualification type: Regulated Qualification Framework (RQF)

Level: 5

Accreditation status: Accredited

Credit Equivalency: 120

Qualification number (RQF): 603/4791/0

Progression routes: Level 6 Diplomas; the final year of undergraduate study in Computer Science, Information Technology or related; or directly into employment in an associated profession.

Availability: UAE, Keystone Training Institute (KTI)

### CORE UNITS

- Technopreneurship
- Network Security
- C#.NET programming
- System Administration

### ELECTIVE UNITS

- Content Management Systems
- Web Design 2

\*Learners must complete all four core units and two elective units\* for a total of 120 credits.



# HOSPITALITY AND TOURISM

If you're passionate about customer service, travel, and event planning, the Hospitality and Tourism program is for you. This course offers valuable insights into the tourism industry, hotel management, and event coordination, giving you the skills needed to thrive in this exciting and dynamic field. Whether you're interested in managing a resort, planning large-scale events, or working in tourism, this program helps set the stage for a successful career.

## SPECIFICATIONS

**Qualification title: Level 3 Diploma in Hospitality and Tourism Management**

Qualification type: Vocational Related Qualification (Higher Education)

Level: 3

Accreditation status: Accredited

Credit Equivalency: 120

Qualification number (RQF): 603/4400/3

Progression routes: Level 4 Certificate in Hospitality and Tourism Management or directly into employment in an associated profession.

Availability: UAE, Keystone Training Institute (KTI)

### UNITS

- Introduction to the Tourism Industry
- Introduction to the Hospitality Industry
- Introduction to Marketing for Hospitality and Tourism
- Introduction to Customer Service for Hospitality and Tourism

Unit Reference	Mandatory Units	Level	TQT	Credits	GLH
H/617/5595	Introduction to the Tourism Industry	3	300	30	225
M/617/5597	Introduction to the Hospitality Industry	3	300	30	225
A/617/5599	Introduction to Marketing for Hospitality and Tourism	3	300	30	225
M/617/5602	Introduction to Customer Service for Hospitality and Tourism	3	300	30	225
	<b>TOTAL</b>		<b>1200</b>	<b>120</b>	<b>900</b>

# HOSPITALITY AND TOURISM

If you're passionate about customer service, travel, and event planning, the Hospitality and Tourism program is for you. This course offers valuable insights into the tourism industry, hotel management, and event coordination, giving you the skills needed to thrive in this exciting and dynamic field. Whether you're interested in managing a resort, planning large-scale events, or working in tourism, this program helps set the stage for a successful career.

## SPECIFICATIONS

**Qualification title: Level 4 Diploma in Hospitality and Tourism Management**

Qualification type: Vocational Related Qualification (Higher Education)

Level: 4

Accreditation status: Accredited

Credit Equivalency: 120

Qualification number (RQF): 603/4399/0

Progression routes: Level 5 Diploma in Hospitality and Tourism Management, Business Management or Business Enterprise; or the second year of undergraduate study in business management; or directly into employment in an associated profession.

Availability: UAE, Keystone Training Institute (KTI)

## UNITS

- Sustainability in Tourism and Hospitality Management
- Operations Management in Tourism and Resort Operations
- Management of Visitor Attractions
- Employability and Development in the Hospitality Industry

Unit Reference	Mandatory Units	Level	TQT	Credits	GLH
J/617/5587	Sustainability in Tourism and Hospitality Management	3	300	30	150
L/617/5588	Operations Management in Tourism and Resort Operations	3	300	30	150
R/617/5589	Management of Visitor Attractions	3	300	30	150
J/617/5590	Employability and Development in the Hospitality Industry	3	300	30	150
	TOTAL		1200	120	600

# HOSPITALITY AND TOURISM

If you're passionate about customer service, travel, and event planning, the Hospitality and Tourism program is for you. This course offers valuable insights into the tourism industry, hotel management, and event coordination, giving you the skills needed to thrive in this exciting and dynamic field. Whether you're interested in managing a resort, planning large-scale events, or working in tourism, this program helps set the stage for a successful career.

## SPECIFICATIONS

Qualification title: Level 5 Diploma in Hospitality and Tourism Management

Qualification type: Vocational Related Qualification (Higher Education)

Level: 5

Accreditation status: Accredited

Credit Equivalency: 120

Qualification number (RQF): 603/4404/0

Progression routes: The final year of an undergraduate degree; or directly into employment in an associated profession.

Availability: UAE, Keystone Training Institute (KTI)

## UNITS

- Tourism Destination Management
- Entrepreneurship in Tourism and Hospitality Management
- Cultural Tourism Management
- Research Project

Unit Reference	Mandatory Units	Level	TQT	Credits	GLH
H/617/5631	Tourism Destination Management	5	300	30	150
T/617/5634	Entrepreneurship in Tourism and Hospitality Management	5	300	30	150
L/617/5719	Cultural Tourism Management	5	300	30	150
F/617/5720	Research Project	5	300	30	150
	<b>TOTAL</b>		1200	120	600

# CYBER SECURITY

In today's digital age, protecting information is more important than ever, and the Cybersecurity program is designed to equip you with the skills needed to safeguard systems, networks, and data from potential threats. This course covers a wide range of topics, including ethical hacking, network security, cryptography, and incident response. You'll learn how to identify vulnerabilities, defend against cyberattacks, and keep critical systems secure. With hands-on experience and a focus on the latest cybersecurity trends, this program prepares you for a career in one of the most in-demand fields today.

## SPECIFICATIONS

Qualification title: Level 5 Diploma in Cyber Security

Qualification type: Vocational Related Qualification (Higher Education)

Level: 5

Accreditation status: Accredited

Credit Equivalency: 120

Qualification number (RQF): 603/4139/7

Progression routes: Level 6 University Degree (Top-Up) course or directly into employment in an associated profession.

Availability: UAE, Keystone Training Institute (KTI)

## UNITS

- Cryptography
- Digital Investigations and Forensics
- Communications and Incident Management
- Strategic Leadership

Mandatory Units	Level	TQT	Credits	GLH
Cryptography	5	200	20	80
Digital Investigations and Forensics	5	200	20	80
Communications and Incident Management	5	200	20	80
Strategic Leadership	5	200	20	80
<b>TOTAL</b>		<b>1200</b>	<b>120</b>	<b>480</b>

# PLACEMENT OPPORTUNITIES



At Keystone Training Institute, we offer a wide range of placement opportunities to our students, both in the UAE and internationally. Our placement team has strong connections with top companies, ensuring that our students get placed in reputable organizations. We provide our students with access to a global platform to launch their careers, with opportunities for job security, career growth, and advancement. With our strong industry connections and partnerships, our students can expect to be placed in roles that align with their career goals and aspirations, and have access to a wide range of job opportunities, including internships, part-time, and full-time positions.

1. **UAE Placement:** Our placement team has strong connections with top companies in the UAE, ensuring that our students get placed in reputable organizations.
2. **International Placement:** We also have placement opportunities in international companies, providing our students with a global platform to launch their careers.
3. **Job Security:** Our students can expect a high level of job security, with many of our partner companies offering long-term employment opportunities and career advancement possibilities.
4. **Career Growth:** Our placement team works closely with students to ensure that they are placed in roles that align with their career goals and aspirations, providing opportunities for growth and advancement.
5. **Industry Connections:** Our strong industry connections and partnerships enable us to provide our students with access to a wide range of job opportunities, including internships, part-time, and full-time positions.

# OUR FACULTY

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We are proud to have a team of highly qualified and experienced faculty members who are all graduates and have won numerous awards in their respective fields. Here is a brief overview of each of our faculty members:

1. Cyber Security Faculty
  - Holds a Ph.D. in Cyber Security.
  - Won the "Best Cyber Security Researcher" award in Cyber Security Awards
  - Published numerous research papers in top-tier journals
2. Hospitality Management Faculty
  - Holds a Master's degree in Hospitality Management
  - Won the "Best Hospitality Manager" award in Hospitality Awards
  - Has over 10 years of experience in the hospitality industry
3. Business Management Faculty
  - Holds an MBA
  - Won the "Best Business Manager" award in the Business Awards
  - Has over 15 years of experience in management and leadership
4. IT/Information Technology Faculty
  - Holds a Master's degree in IT
  - Won the "Best IT Professional" award at the IT Awards
  - Has over 12 years of experience in software development and networking

All of our faculty members are:

- Highly qualified and experienced in their respective fields
- Graduates with advanced degrees
- Award-winning professionals with numerous accolades
- Committed to providing high-quality education and training to our learners
- Passionate about their subjects and dedicated to helping our learners achieve their goals

We are proud to have such a talented and experienced team of faculty members at Keystone Training Institute, and we are confident that they will provide our learners with the best possible education and training.



## CONTACT US



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