



STUDENT HANDBOOK 2025-2026



KEYSTONE TRAINING INSTITUTE

STUDENT HANDBOOK 2025-2026



STUDENT HANDBOOK

2025-2026

Table of Contents

OUR MISSION AND VISION.....	4
ABOUT OUR LOGO	4
MESSAGE FROM THE DIRECTOR.....	5
MESSAGE FROM THE CEO	5
WHY CHOOSE KEYSTONE?	6
Visa Application Process:.....	6
OUR INSTITUTE POLICIES.....	8
YOUR FIRST WEEK AT KTI.....	8
ORIENTATION WEEK.....	9
PLACEMENT OPPORTUNITIES	9
OUR FACULTY	10
LIFE IN DUBAI.....	10
Welcome to Dubai.....	10
Phone and Internet.....	11
Public Transport.....	11
Accommodation	12
Social Life in Dubai for Students.....	12
Emirates ID for International Students	13
OUR QUALIFICATIONS	13
HOSPITALITY AND TOURISM MANAGEMENT.....	13
Level 3 Diploma in Hospitality and Tourism Management	13
Level 4 Diploma in Hospitality and Tourism Management	14
Level 5 Diploma in Hospitality and Tourism Management	16
BUSINESS MANAGEMENT	18
Level 4 Diploma in Business Management.....	18
Level 5 Diploma in Business Management.....	20



STUDENT HANDBOOK

2025-2026

INFORMATION AND TECHNOLOGY	21
Level 4 Diploma in Information Technology	21
Level 5 Diploma in Information Technology	23
CYBER SECURITY	26
Level 5 Diploma in Cyber Security	26

OUR MISSION AND VISION

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

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

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.

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

- Providing a premium educational experience
- Fostering a culture of creativity, innovation, and experimentation
- Helping learners develop the skills and confidence they need to succeed
- Upholding the highest standards of integrity and ethics
- Providing a safe and supportive learning environment



MESSAGE FROM THE DIRECTOR

Welcome to KTI.

It gives me great pleasure to extend a warm welcome to you as you begin your academic journey with us. At KTI, we are committed to creating a learning environment where you feel supported, inspired, and empowered to achieve your goals.

Our programs are designed to equip you with the knowledge, skills, and confidence needed to excel in today's dynamic global landscape. Whether you are starting a new chapter in your education or advancing your professional pathway, you will find a community here that values curiosity, ambition, and personal growth.

I encourage you to make the most of every opportunity—engage deeply with your studies, collaborate with your peers, and participate in the many experiences that shape both your academic and personal development.

I wish you every success and look forward to seeing you thrive at KTI.

Kind Regards,
Rohini Modgill

MESSAGE FROM THE CEO

As CEO of Keystone Training Institute, I'm proud to lead an institution dedicated to delivering high-quality, globally recognized education. Our accredited programs equip students with the skills, knowledge, and qualifications needed to succeed in today's competitive world.

With international pathways and flexible opportunities, we help learners advance their careers, pursue further studies, and explore global possibilities. Our mission is to empower every student to reach their full potential and build a brighter future.

Thank you for choosing Keystone as your partner in education. We look forward to supporting your success.

Kind Regards,
Mukta Kale



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.

We offer hybrid scheduling options, including online and face to face classes. 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.

Visa Application Process:

At KTI, we make the visa application process simple and stress-free. Our dedicated in-house admissions team is available to guide both local and international students through every step, from preparing documents and submitting applications to addressing any questions or concerns along the way. Please note that your education agent cannot apply for your student visa; the KTI-nominated Manager is responsible for this process.

Visa Application Requirements for KTI Students:

To study at KTI, students must provide:

- Letter of Offer issued by KTI
- Authenticated Educational Documents from your home country

! Address: 244, Schon Park 2, Dubai Investment Park, Dubai !
! Ph: +971 4276 991 ! Email: info@kti.ac.ae | www.kti.ac.ae !

- Proof of English Language Proficiency
- Police Clearance Certificate from your home country
- E- Passport Copy
- Passport-Size Photograph (45mm x 35mm)
- Payment of the first fee and the Visa application fee
- KTI will apply for a Confirmation of Enrolment (From KHDA) after payment of the first instalment and any applicable fees

These requirements ensure a smooth visa process, allowing you to focus on your exciting journey of studying and living in the UAE.

Do I Need Health Coverage?

Yes! Health insurance is mandatory for all international students holding a UAE student visa. It covers medical expenses during your stay. KTI can assist in arranging health coverage, with full details provided in your Letter of Offer.

How Do I Renew My Visa?

If you are already residing in the UAE and wish to continue your studies at KTI, our administrative team will guide you through the application process. You will need to follow the same steps as the initial visa application, with the only difference being that you are already in Dubai.

Visa Conditions

To maintain your UAE student visa, you must:

- Study full-time at KTI in the UAE
- Notify KTI within seven days of any change of UAE address
- Maintain satisfactory academic progress
- Have sufficient funds to cover tuition fees and living expenses



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.

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 may 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.

HEALTH AND SAFETY POLICY

Keystone Training Institute is committed to providing a safe and healthy environment for all students, staff, and visitors in line with KHDA standards. Regular risk assessments are conducted, and appropriate control measures are implemented to ensure the well-being of everyone on campus.

Overall responsibility for health and safety rests with the Institute's management team, while the Institute Administrator oversees day-to-day safety operations. All staff and students receive comprehensive training and guidance to uphold a secure and compliant learning environment.

YOUR FIRST WEEK AT KTI



ORIENTATION WEEK

Orientation Week is scheduled one week prior to the commencement of tuition. During this period, new students and their families are introduced to key aspects of Keystone Training Institute (KTI), including the academic system, program structure, campus facilities, policies, procedures, and protocols. This provides an opportunity for students to become familiar with the learning environment and engage with the KTI community.

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

IDENTITY CARD

All students are issued an identity card containing their photograph. Students are required to carry their ID card at all times, particularly when attending campus, accessing facilities, or leaving the campus or city for any reason.

The ID card serves as an official form of identification and must be maintained in good condition throughout the student's enrollment at Keystone Training Institute.

Loss of the card should be reported immediately to the Student Services at info@kti.ac.ae Phone: +971-581761117

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.

- **Internship Placement:** Our placement team organizes placements with companies in the UAE, ensuring that our students get placed in reputable organizations.
- **Employment Assistance:** Keystone Training Institute provides dedicated support to help international students explore employment opportunities in Dubai. Our career services team offers guidance on CV writing, interview preparation, and job search strategies. We also connect students with local employers and internship programs to gain practical experience and enhance their career prospects in hospitality, tourism, and business sectors
- **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.

OUR FACULTY

We are proud to have a team of highly qualified and experienced faculty members who are all graduates in their respective fields. 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.

LIFE IN DUBAI

Welcome to Dubai

Before You Arrive in Dubai it is essential to be prepared to ensure a smooth arrival and stay:

- **WIFI connection:** Connect to airport Wi-Fi as soon as you land at Dubai airport.

- Contact College Admin: Message the Admin Team immediately upon arrival
- Passport & Visa: Carry valid passport and student visa documents.
- Admission Papers: Keep offer letters and other admission documents handy.
- Health & Vaccinations: Bring any required health certificates.
- Currency: Have AED 3000 for immediate expenses.
- Accommodation Info: Know your address and contact details.
- Local Rules: Familiarize yourself with Dubai laws and cultural norms.
- Emergency Contacts: Keep institute and family contacts accessible.
- Airport Procedures: Be ready for immigration and customs checks.
- TAXI: Take only (RTA) Taxis they are easily available outside the airport– no prior booking needed.

Phone and Internet

Etisalat (e&)

- The largest telecom provider in the UAE.
- Offers fiber broadband (eLife) at very high speeds.

du

- Provides fixed-line internet, fiber, and 5G home internet.
- Flexible and sometimes more affordable plans; bundles available.

Virgin Mobile UAE

- Operates virtually using du's infrastructure.
- Offers fully digital, contract-free plans, good for students or renter

Public Transport

- Metro: Fast and reliable; Red & Green Lines connect major areas. Use your student Nol card for discounts.
- Buses: Air-conditioned, city-wide routes; same Nol card works for easy transfers.
- Tram: Serves areas like Dubai Marina & JBR; connects with metro stations.

- Water Transport: Abras and ferries along Dubai Creek and Marina for short, scenic trips.
- Nol Card: Prepaid card for metro, buses, trams, and water transport. Top up online or at stations.
- Always carry your student ID for discounted travel, and use the RTA Dubai app for schedules and route planning.

Accommodation

Well-connected, budget-friendly Student Accommodation Options are available in the following areas, close to the college. Rent may vary from AED 800 to AED 2000 per month.

- Barsha South
- Green Community
- Al Furjan
- Discovery Gardens
- Jumeriah Gulf Estate
- DIP-1
- DIP-2
- Al Barsha

Social Life in Dubai for Students

Dubai isn't just about studying—it's about exploring, connecting, and making memories!

- **Student Clubs & Communities:** Join sports, arts, cultural, and entrepreneurship clubs to meet friends and build networks.
- **Cultural Experiences:** Explore souks, heritage sites, and local festivals while learning about Emirati culture.
- **Leisure & Entertainment:** Chill at Dubai Marina, JBR Beach, malls, cinemas, and adventure parks.
- **Sports & Wellness:** Stay active with gyms, yoga, football, cricket, and water sports.
- **Volunteering & Community Work:** Give back while gaining valuable experience and building your CV.
- **Networking Opportunities:** Attend career fairs, workshops, and events to connect with industry professionals.

Stay safe, respect local customs, and enjoy a balanced mix of academics and social life.

Emirates ID for International Students

All international students residing in Dubai on a student visa are required to obtain an Emirates ID, which serves as an official government-issued identification card.

- **Who needs it:** All international students on a student visa in Dubai.
- **Purpose:** Legal ID, healthcare access, bank accounts, contracts, and visa renewals.
- **Documents required:** Passport, valid student visa, passport photos.
- **Biometrics:** Fingerprints and photo taken at authorized typing centers.
- **Processing time:** Typically, 7–10 working days.
- Carry your Emirates ID when doing official transactions.
- Keep it safe and update personal details promptly if anything changes.
- Required for mobile connections, bank accounts, and other services.

OUR QUALIFICATIONS

HOSPITALITY AND TOURISM MANAGEMENT

Level 3 Diploma in Hospitality and Tourism Management

This qualification is designed for today's and tomorrow's hospitality and tourism leaders. Whether you're dreaming of managing a bustling hotel, a vibrant resort, or leading a dynamic tourism team, this program sets you on the path to success while keeping professionalism at the heart of everything you do.

Our diploma goes beyond theory. It's packed with the latest industry insights, real-world challenges, and practical know-how, giving you the skills to think on your feet, lead with confidence, and stay ahead in a fast-moving sector. You'll graduate not just with knowledge, but with the hands-on experience and academic foundation to shine as a future-ready leader in hospitality and tourism.

Key Details:

- Awarding Institution: QUALIFI
- Duration: 6 Months including internship
- Mode of delivery: *Weekday / *weekends / *evenings

**Class availability may vary depending on the number of applicants.*

- Intake: 15th of every month

- Non-refundable application fee: AED 300
- Total Tuition fee: *AED15000 (**for Scholarship Options enquire at campus*)
- Progression Pathway: Level 4 Certificate in Hospitality and Tourism Management or directly into employment in an associated profession.

Entry Level Requirements:

- High School Certificate
- English Proficiency: Equivalent to IELTS 5.5 OR KTI English Language Test.
- Age 18 +

Total 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

Get Ready to Lead in Hospitality and Tourism

Master the skills and knowledge to thrive in hospitality and tourism management:

- Apply management principles and business strategies in real-world settings
- Adapt to diverse operational challenges with confidence
- Boost employability through practical, hands-on learning
- Enhance problem-solving, decision-making, and communication skills
- Grow personally and professionally to stay ahead in a dynamic industry
- Work independently and collaborate effectively in teams
- Prepare to lead, innovate, and excel in the exciting world of hospitality and tourism.

Career Opportunities:

Primary areas of employment include:

- Resort Manager
- Restaurant Manager
- Event Manager
- Wedding Coordinator
- Cabin Crew
- Tour Manager
- Tourism Officer

Level 4 Diploma in Hospitality and Tourism Management

The Level 4 Diploma in Hospitality and Tourism Management is designed to support both aspiring and current industry professionals in advancing their careers. The qualification prepares learners to take on supervisory and management roles across hotels, resorts, and tourism operations, ensuring they develop the necessary skills, knowledge, and professional standards required by the sector.

This programme integrates theoretical knowledge with practical application, offering learners exposure to current industry trends, operational challenges, and hands-on experiences. It enables the development of management and leadership competencies, a comprehensive understanding of operational and strategic practices, and a solid academic foundation. Upon completion, learners are equipped to function effectively as future-ready professionals capable of leading, innovating, and contributing to the global hospitality and tourism industry.

Key Details:

- Awarding Institution: QUALIFI
- Duration: 12 Months including internship
- Mode of delivery: *Weekday / *weekends / *evenings
**Class availability may vary depending on the number of applicants.*
- Intake: 15th of every month
- Non-refundable application fee: AED 300
- Total Tuition fee: *AED 20000 (**for Scholarship Options enquire at campus*)
- Progression Pathway: Upon completing learners can progress to a Qualifi Level 5 Diploma in Hospitality and Tourism Management, Business Management or Business Enterprise, or the second year of an undergraduate study. Learners can also step directly into employment in an associated profession

Entry Level Requirements:

- High School OR Bachelor's degree certification.
- English Proficiency: Equivalent to IELTS 5.5 OR KTI English Language Test
- 1 year of relevant industry experience in Leadership role (supported by an experience letter) Any other Certificate in Hospitality management
- Age 18 +

Total 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

Lead the Way in Hospitality & Tourism

Gain the knowledge, skills, and confidence to excel in the dynamic world of hospitality and tourism:

- Apply management principles and industry strategies in real-world settings
- Navigate operational challenges with agility and confidence
- Enhance employability through practical, hands-on experience
- Strengthen problem-solving, decision-making, and communication skills

! Address: 244, Schon Park 2, Dubai Investment Park, Dubai !
! Ph: +971 4276 991 ! Email: info@kti.ac.ae | www.kti.ac.ae !

- Develop personally and professionally to stay ahead in a fast-paced sector
- Lead independently and collaborate effectively within teams

Prepare to lead, innovate, and make your mark in the global hospitality and tourism industry.

Career Opportunities:

Primary areas of employment include:

- Resort Manager
- Restaurant Manager
- Event Manager
- Wedding Coordinator
- Cabin Crew
- Tour Manager
- Tourism Officer

Level 5 Diploma in Hospitality and Tourism Management

The Qualifi Level 5 Diploma is designed to equip learners with the skills to navigate complex organisational challenges within the hospitality and tourism sector. Each unit is aligned with real-world industry demands, allowing learners to apply their existing experience while strengthening their professional capabilities.

Throughout the programme, learners will be expected to analyse situations, make informed judgments, and develop creative, practical solutions to address operational and organisational issues.

This qualification consists of four interconnected units, purposefully structured to provide a seamless progression into a top-up undergraduate year at a UK university.

Key Details:

- Awarding Institution: QUALIFI
- Duration: 12 Months including internship
- Mode of delivery: *Weekday / *weekends / *evenings

*Class availability may vary depending on the number of applicants.

- Intake: 15th of every month
- Non-refundable application fee: AED 300

- Total Tuition fee: *AED 30000 (*for Scholarship Options enquire at campus)
- Progression Pathway: Upon completing the Level 5 Diploma, learners can progress to a the final year of an undergraduate degree. Learners can also step directly into employment in an associated profession.

Entry Level Requirements:

- High School OR Bachelor's degree certification.
- English Proficiency: Equivalent to IELTS 5.5 OR KTI English Language Test.
- 1 year of relevant industry experience in Leadership role (supported by an experience letter) Any other Certificate in Hospitality management
- Age 18 +

Total Units:

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

Take the Lead in Global Hospitality Management

Supercharge your career with the Qualifi Level 5 Diploma in Hospitality Management your fast track to becoming a dynamic, confident, and globally competitive industry leader. This program is crafted to elevate your expertise, refine your leadership skills, and prepare you to shine in one of the world's most exciting and fast-evolving sector.

What You'll Gain:

- Apply advanced management principles and business strategies in real-world hospitality environments
- Tackle complex operational challenges with confidence and professionalism
- Strengthen your employability through immersive, hands-on learning
- Build advanced skills in problem-solving, decision-making, and communication
- Accelerate your personal and professional growth to stay ahead in a competitive industry
- Lead independently while collaborating effectively within diverse teams

Step into a qualification that prepares you to lead, innovate, and stand out in the global hospitality and tourism industry. Your next level starts here.

Career Opportunities:

Primary areas of employment include:

- Resort Manager
- Restaurant Manager
- Event Manager
- Wedding Coordinator
- Cabin Crew
- Tour Manager
- Tourism Officer

BUSINESS MANAGEMENT

Level 4 Diploma in Business Management

Step into the world of modern business with a qualification designed to shape the managers and leaders of today—and tomorrow. The Qualifi Level 4 Diploma in Business Management equips you with the knowledge, confidence, and professional skills needed to excel in fast-evolving industries.

This dynamic programme offers a strong introduction to how organisations operate, the challenges businesses face, and the strategies that drive success in a competitive marketplace.

You'll explore key business functions, learn to think strategically, and develop insights that empower you to lead with confidence. With a blend of conceptual understanding and practical application, this diploma prepares you to thrive in the companies of today and the organisations of the future.

Key Details:

- Awarding Institution: QUALIFI
- Duration: 12 Months including internship
- Mode of delivery: *Weekday / *weekends / *evenings
- *Class availability may vary depending on the number of applicants.
- Intake: 15th of every month
- Non-refundable application fee: AED 300
- Total Tuition fee: *AED 20000 (*for Scholarship Options enquire at campus)
- Progression Pathway: After completing the Level 4 Diploma, learners can advance to a **Qualifi Level 5 qualification** or progress directly into the **second year of an undergraduate degree** in business or a related field.

This qualification also prepares learners to move **straight into employment** within a relevant professional

Entry Level Requirements:

- High School Certificate OR Bachelor's degree certification.
- English Proficiency: Equivalent to IELTS 5.5 OR KTI English Language Test
- 1 year of relevant industry experience in Leadership role (supported by an experience letter) Any other Certificate in Hospitality management
- Age 18 +

Total Units:

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

Lead with Confidence in the Business World

Take charge of your future with the Level 4 Diploma in Business Management, Gain the skills, knowledge, and confidence to thrive in the fast-paced world of business.

- Apply management principles and business strategies in real scenarios
- Tackle operational challenges with confidence
- Boost employability through hands-on, practical learning
- Sharpen problem-solving, decision-making & communication skills
- Grow personally & professionally to stay ahead
- Lead independently & collaborate effectively

Career Opportunities:

Primary areas of employment include:

- Operations Manager
- Office Manager
- Financial Planner
- Programme Manager
- Assistant Manager
- Business Analyst

- Fleet Manager

Level 5 Diploma in Business Management

The Qualifi Level 5 Diploma in Business Management equips learners to tackle complex organisational challenges with confidence and strategic insight. This programme is designed around real-world business issues, enabling learners to apply advanced concepts directly to workplace situations.

Through six mandatory units, learners will strengthen their ability to analyse problems, make sound judgements, and develop creative, practical solutions that drive organisational success.

The Level 5 qualification also offers a clear academic progression route, providing direct alignment with top-up undergraduate programmes at UK universities. It is an ideal pathway for individuals looking to advance their professional capabilities while preparing for higher-level academic study.

Key Details:

- Awarding Institution: QUALIFI
- Duration: 12 Months including internship
- Mode of delivery: *Weekday / *weekends / *evenings

**Class availability may vary depending on the number of applicants.*

- Intake: 15th of every month
- Non-refundable application fee: AED 300
- Total Tuition fee: *AED 30000 (*for Scholarship Options enquire at campus)
- Progression Pathway: Upon completing this Level 5 diploma, learners can progress to the final year of an undergraduate degree. Learners can also step directly into employment in an associated profession.

Entry Level Requirements:

- High School OR Bachelor's degree certification.
- English Proficiency: Equivalent to IELTS 5.5 OR KTI English Language Test.
- 1 year of relevant industry experience in Leadership role (supported by an experience letter) Any other Certificate in Hospitality management
- Age 18 +

Total Units:

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

- Customer Management
- Risk Management and Organisations

What You'll Achieve in This Diploma

This diploma equips you with the essential knowledge, practical skills, and professional confidence needed to excel in today's dynamic business environment. Throughout the program, you will:

- **Develop strong leadership capabilities** and learn how to apply them effectively within real organizational settings.
- **Gain a solid understanding of core business management principles** that are relevant across a wide range of sectors and industries.
- **Collect, evaluate, and interpret information from various sources** to support sound, evidence-based decision-making.
- **Enhance your employability** by bridging theoretical concepts with practical, hands-on business application.
- **Graduate with the insight and strategic mindset** required to lead teams, solve challenges, and make a meaningful impact in the business world.

Step forward with the knowledge and practical insight to lead, strategize, and stand out in the world of business

Career Opportunities:

Primary areas of employment include:

- Operations Manager
- Account Manager
- Financial Analyst
- Marketing Manager
- Sales Manager
- Business Analyst
- Assistant Manager

INFORMATION AND TECHNOLOGY

Level 4 Diploma in Information Technology

The Qualifi Level 4 Diploma in Information Technology is designed for learners who are ready to build a strong foundation in one of the world's fastest-growing industries. This comprehensive programme equips you with the essential technical knowledge, practical skills, and problem-solving abilities needed to excel in multiple IT roles.

Through this qualification, you will:

! Address: 244, Schon Park 2, Dubai Investment Park, Dubai !
! Ph: +971 4276 991 ! Email: info@kti.ac.ae | www.kti.ac.ae !

- Develop a versatile skillset that opens pathways into programming, website development, PC maintenance, and other key IT functions.
- Gain hands-on experience with the tools, technologies, and methods used by IT professionals across the globe.
- Learn industry-relevant concepts that ensure you are prepared for real-world technical environments and modern digital workplaces.
- Build confidence and capability to troubleshoot, design, code, and maintain ICT systems effectively.

Recognised internationally, this qualification provides the technical competencies employers value and sets the stage for advanced study or immediate employment in the IT sector. Whether you're starting your career or upgrading your skills, this diploma gives you a competitive edge in the modern technology landscape.

Key Details:

- Awarding Institution: QUALIFI
- Duration: 12 Months including internship
- Mode of delivery: *Weekday / *weekends / *evenings
- *Class availability may vary depending on the number of applicants.
- Intake: 15th of every month
- Non-refundable application fee: AED 300
- Total Tuition fee: *AED 20000 (*for Scholarship Options enquire at campus)
- Progression Pathway: Upon completing this Level 4 diploma, learners can progress to Qualifi Level 5 diplomas in IT, or the second year of undergraduate study in computer science, information technology or a related subject. Learners can also step directly into employment in an associated profession

Entry Level Requirements:

- High School Certificate OR Bachelor's degree certification.
- English Proficiency: Equivalent to IELTS 5.5 OR KTI English Language Test
- 1 year of relevant industry experience in Leadership role (supported by an experience letter) Any other Certificate in Hospitality management
- Age 18 +

Total Units:

Mandatory Units

- Information Technology
- and IT Ethics
- Mathematics and
- Statistics for IT

- PC Maintenance and
- Operating Systems
- Computer Graphics Editing
- and Database Concepts

Optional Units

- Web Programming
- Graphical User Interface

Transform Your IT Potential into Professional Success

Step into the IT world with the skills and confidence to excel. This diploma equips you to apply core IT principles in real business settings, solve technical challenges effectively, and make informed decisions through strong analytical skills. You'll enhance your employability by connecting essential IT theory with practical, industry-focused experience—preparing you for success in today's fast-growing digital landscape.

- **Master industry-focused problem-solving techniques** to tackle real technical and organisational challenges.
- **Collect, evaluate, and analyse information** from diverse sources to make informed, data-driven decisions.
- **Boost your employability** by connecting management theories with their practical use in today's IT landscape.

This diploma empowers you with the practical insight and professional mindset needed to thrive in modern technology-driven industries.

Career Opportunities:

Primary areas of employment include:

- IT Consultant
- Software Engineer
- Web Developer
- IT Technician
- Cloud Architect
- Systems Analyst
- Network Engineer

Level 5 Diploma in Information Technology

The Qualifi Level 5 Diploma in Information Technology is designed for learners aiming to build a strong, versatile foundation for a successful career in the IT industry. This advanced programme equips you with the technical knowledge, practical skills, and strategic insight needed to excel in high-demand roles such as .NET programming, system administration, and network security.

Through a combination of theory, hands-on projects, and industry-relevant tasks, learners gain expertise in modern IT systems and solutions, preparing them to meet the complex demands of today's digital workplaces. The qualification not only strengthens professional competence but is also recognised internationally, opening doors to global career opportunities and further academic progression.

Whether you want to advance your IT career, specialise in a technical domain, or pursue higher education, this diploma provides the practical skills and academic foundation to succeed in a rapidly evolving digital landscape.

Key Details:

- Awarding Institution: QUALIFI
- Duration: 12 Months including internship
- Mode of delivery: *Weekday / *weekends / *evenings

**Class availability may vary depending on the number of applicants.*

- Intake: 15th of every month
- Non-refundable application fee: AED 300
- Total Tuition fee: *AED 30000 (*for Scholarship Options enquire at campus)
- Progression Pathway: Upon completing this Level 5 diploma, learners can progress to the final year of an undergraduate degree in information technology, computer science or related subject, or Qualifi Level 6 Diplomas. Learners can also step directly into employment in an associated profession.

Entry Level Requirements:

- High School OR Bachelor's degree certification.
- English Proficiency: Equivalent to IELTS 5.5 OR KTI English Language Test.
- 1 year of relevant industry experience in Leadership role (supported by an experience letter) Any other Certificate in Hospitality management
- Age 18 +

Total Units:

- Mandatory Units
- Technopreneurship
- Network Security

- C#.NET Programming
- System Administration

Optional Units

- Content Management Systems
- Web Design 2

Unlock the Power to Thrive in the Digital World

This diploma provides learners with a solid foundation in IT, combining technical knowledge with practical, real-world applications. You will learn to apply IT principles across diverse business environments, develop effective problem-solving strategies, and analyse data from multiple sources to make informed decisions. The programme also bridges theory and practice, enhancing employability and preparing you to tackle challenges in the fast-paced, technology-driven world. By the end, you'll have the confidence, skills, and insight to succeed in a variety of IT roles.

- Apply IT principles across diverse business environments, gaining the confidence to work effectively in real-world settings.
- Develop advanced problem-solving skills, tailored to tackle challenges faced in modern business and technology contexts.
- Collect, analyse, and interpret information from multiple sources to support informed, data-driven decisions.
- Enhance employability by bridging IT theory with practical application, preparing learners to deliver real impact in professional environments.

By completing this qualification, learners gain the technical expertise and professional mindset needed to succeed in a dynamic, technology-driven world.

Career Opportunities:

Primary areas of employment include:

- IT Consultant
- Software Engineer
- Web Developer
- IT Technician
- Cloud Architect
- Systems Analyst
- Network Engineer

CYBER SECURITY

Level 5 Diploma in Cyber Security

The Level 5 Diploma in Cyber Security is designed for learners seeking to develop advanced technical expertise and leadership skills in the cyber security and risk management sector. This programme uniquely combines technical knowledge with management competence, preparing learners to approach cyber security as both a technical and strategic workplace discipline.

Learners will gain hands-on knowledge of cyber security tools, systems, and protocols while also developing management, leadership, and project management skills to respond effectively to major security incidents. The curriculum incorporates real-world case studies, enabling learners to apply theoretical knowledge to practical, workplace scenarios and make informed decisions under pressure.

Graduates will be equipped to lead cyber security initiatives, manage risks, and implement strategies that protect organisations against evolving digital threats. This qualification prepares learners for a variety of roles in cyber security, risk management, and IT governance, blending technical expertise with professional skills to excel in a rapidly evolving industry.

Key Details:

- Awarding Institution: QUALIFI
- Duration: 12 Months including internship
- Mode of delivery: *Weekday / *weekends / *evenings

**Class availability may vary depending on the number of applicants.*

- Intake: 15th of every month
- Non-refundable application fee: AED 300
- Total Tuition fee: *AED 30000 (*for Scholarship Options enquire at campus)
- Progression Pathway: Upon completing this Level 5 diploma, learners can progress to the final year of an undergraduate degree. Learners can also step directly into employment in an associated profession.

Entry Level Requirements:

- High School OR Bachelor's degree certification.
- English Proficiency: Equivalent to IELTS 5.5 OR KTI English Language Test.
- 1 year of relevant industry experience in Leadership role (supported by an experience letter) Any other Certificate in Hospitality management
- Age 18 +

Total Units:

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

Cyber Security Mastery – What You’ll Achieve

The Level 5 Diploma in Cyber Security equips learners with the technical knowledge, practical skills, and professional insight to excel in today’s digital landscape. You’ll learn to apply key security concepts, tackle complex problems, and understand the interdisciplinary nature of cyber security within business.

- Master technical knowledge: Read, interpret, and apply key cyber security literature and resources effectively.
- Solve complex challenges: Apply your knowledge to tackle both familiar and unexpected security problems.
- Think holistically: Understand the interdisciplinary role of cyber security within modern business operations.
- Global awareness: Develop a strong appreciation of the worldwide cyber threat landscape and best practices to address it.

Gain the expertise, strategic mindset, and confidence to excel in the fast-paced world of cyber security. Master technical skills, tackle complex challenges, and lead with authority in a rapidly evolving digital landscape.

Career Opportunities:

Primary areas of employment include:

- Security Consultant
- IT Security Analyst
- Ethical Hackers
- Computer Forensics
- Penetration Tester
- Security Systems Administrator