ONE-to-ONE 2 hours support typical course programme[1]

1) Initial web conference[2] session with your accredited trainer (15 minutes)
   Initial web conference with the following objectives:
   - Self-introduction (student and teacher)
   - Definition of the overall training schedule and meeting calendar (reviews)
   - Assignment of the first part of online lessons[3]

2) First part online training
   The student performs the assignments on the online training platform.
   During the online training, the candidate has unlimited support for Q&A through the platform forum.

3) Intermediate review (one hour)
   During this web conference meeting the trainer assesses the progress of the student and is available to answer specific questions and review required topics. Based on the results, the trainer assigns the final lessons and reviews to be done on the online training platform.

4) Second part online training
   The student performs the assignments on the online training platform. This includes the execution of the sample test(s). During the online training, the candidate has unlimited support for Q&A through the platform forum.

5) Final review (one hour)
   During this last conference meeting the trainer assesses the progress of the student and his/her level of preparation. He/she is also available to answer specific questions and review required topics. Based on the results of the assessment, the trainer gives the final recommendations and assignments to complete the preparation for the official exam.

6) Official exam
   Within the available time boundaries[4], the candidate is free to schedule his/her official online exam, any time (7x24) and anywhere.

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[1] The overall duration of the activities is depending and specified with the course.
[2] All web conferences take place via a professional web conference system, Webex.
[3] The actual assignments depend on the specific course.
[4] A number of days specified in the bought package.

ONE-to-ONE 4 hours support typical course programme[5]

1) <u>Initial web conference[6] session with your accredited trainer (15 minutes)</u>
   Initial web conference with the following objectives:
   - Self-introduction (student and teacher)
   - Definition of the overall training schedule and meeting calendar (reviews)
   - Assignment of the first part of online lessons[7]

2) <u>First part online training</u>
   The student performs the assignments on the online training platform.
   During the online training, the candidate has unlimited support for Q&A through the platform forum.

3) <u>First intermediate review (one and half hour)</u>
   During this web conference meeting the trainer assesses the progress of the student and is available to answer specific questions and review required topics. Based on the results, the trainer assigns the lessons and reviews to be done on the online training platform.

4) <u>Second part online training</u>
   The student performs the assignments on the online training platform.
   During the online training, the candidate has unlimited support for Q&A through the platform forum.

5) <u>Second intermediate review (one and half hour)</u>
   During this web conference meeting the trainer assesses the progress of the student and is available to answer specific questions and review required topics. Based on the results, the trainer assigns the final lessons and reviews to be done on the online training platform.

6) <u>Third part online training</u>
   The student performs the assignments on the online training platform. This includes the execution of the sample test(s). During the online training, the candidate has unlimited support for Q&A through the platform forum.

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[5] The overall duration of the activities is depending and specified with the course.
[6] All web conferences take place via a professional web conference system, Webex.
[7] The actual assignments depend on the specific course.

7) <u>Final review (1 hour)</u>

During this last conference meeting the trainer assesses the progress of the student and his/her level of preparation. He/she is also available to answer specific questions and review required topics. Based on the results of the assessment, the trainer gives the final recommendations and assignments to complete the preparation for the official exam.

8) <u>Official exam</u>

Within the available time boundaries[8], the candidate is free to schedule his/her official online exam, any time (7x24) and anywhere.

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[8] A number of days specified in the bought package.