

Executive Council Resolution No. (30) of 2021

Regulating

Vocational Education in the Emirate of Dubai¹

**We, Hamdan bin Mohammed bin Rashid Al Maktoum, Crown Prince of Dubai,
Chairman of the Executive Council,**

After perusal of:

Law No. (3) of 2003 Establishing the Executive Council of the Emirate of Dubai;

Law No. (14) of 2009 Concerning the Pricing of Government Services in the Emirate of Dubai and its amendments;

Law No. (13) of 2011 Regulating the Conduct of Economic Activities in the Emirate of Dubai and its amendments;

Law No. (1) of 2016 Concerning the Financial Regulations of the Government of Dubai and its Implementing Bylaw;

Law No. (2) of 2021 Concerning the Knowledge and Human Development Authority in Dubai;

Law No. (5) of 2021 Concerning the Dubai International Financial Centre;

Decree No. (22) of 2009 Concerning Special Development Zones in the Emirate of Dubai;

Decree No. (9) of 2015 Regulating the Raising of Donations in the Emirate of Dubai;

Executive Council Resolution No. (50) of 2015 Regulating Training Institutes in the Emirate of Dubai; and

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¹Every effort has been made to produce an accurate and complete English version of this legislation. However, for the purpose of its interpretation and application, reference must be made to the original Arabic text. In case of conflict, the Arabic text will prevail.

The legislation establishing and regulating free zones in the Emirate of Dubai,

Do hereby issue this Resolution.

Definitions

Article (1)

The following words and expressions, wherever mentioned in this Resolution, will have the meaning indicated opposite each of them unless the context implies otherwise:

UAE:	The United Arab Emirates.
Emirate:	The Emirate of Dubai.
Government:	The Government of Dubai.
Executive Council:	The Executive Council of the Emirate of Dubai.
KHDA:	The Knowledge and Human Development Authority in Dubai.
Director General:	The director general of the KHDA.
Government Entity:	Any of the Government departments; public agencies and corporations; councils; authorities, including the authorities supervising Special Development Zones and free zones, such as the Dubai International Financial Centre; or other public entities affiliated to the Government.
Licensing Authority:	The Government Entity legally authorised to issue Licences to those conducting any of the Vocational Activities, based on whether or not they aim to generate profit.
Concerned Entity:	The Government Entity which is responsible, under the legislation in force in the Emirate, for supervising an activity to which the

Vocational Qualification is relevant; and whose approval is required prior to issuing the Permit.

Vocational Education: A specialised educational system that aims to equip individuals with certain vocational and technical knowledge and skills, or to develop their technological and technical capabilities to practise a particular profession, trade, or occupation.

Vocational Qualification: A description of the outcome of Vocational Education which comprises a set of theoretical, applied, and practical modules and courses of various levels; requires a particular number of credit hours; and is delivered using various learning modalities, such as distance learning and smart learning.

Vocational Certificate: A document issued by a Vocational Education Institution or an Awarding Body to a Learner upon successfully completing the requirements for obtaining a Vocational Qualification.

Vocational Activity: This includes designing, developing, and delivering Vocational Qualifications; conducting the examinations required for obtaining, and ensuring the quality of, these qualifications; delivering Vocational Apprenticeship Programmes; and conducting any other activities related to Vocational Education as determined pursuant to the relevant resolution of the Director General.

Vocational Education Institution: An independent institution, or an institution affiliated to an Educational Institution, which is authorised by the KHDA, in accordance with the provisions of this Resolution, to deliver a Vocational Qualification and to conduct the examinations required for obtaining that qualification; or to only conduct the examinations required for awarding the Vocational Qualification.

Educational Institution:	This includes universities, colleges, institutes, schools, and similar institutions which are authorised by the KHDA or the competent entity in the UAE to conduct educational activities in accordance with the legislation in force.
Awarding Body:	An entity conducting the activity of designing and developing Vocational Qualifications, conducting the examinations required for obtaining these qualifications, awarding Vocational Certificates, or ensuring the quality of delivered Vocational Qualifications; and which is issued with a Permit where it conducts its activities within the Emirate, or with an Approval where it conducts its activities outside of the Emirate.
Accrediting Body:	An entity responsible for accrediting Vocational Qualifications. This includes the Government Entities responsible for accrediting Vocational Qualifications in the UAE, the KHDA for accrediting Vocational Qualifications in the Emirate, or any other accrediting body that conducts its activities outside of the Emirate and is recognised by the KHDA.
Quality Assurance Body:	An entity authorised by the KHDA, in accordance with the provisions of this Resolution, to ensure the quality of delivered Vocational Qualifications. This includes Awarding Bodies.
Employer:	An Establishment which is licensed to conduct an Economic Activity in the Emirate in accordance with the legislation in force, and which is authorised by the KHDA to conduct Vocational Apprenticeship Programmes in accordance with the provisions of this Resolution.
Vocational Apprenticeship Programme:	A specialised Vocational Qualification delivered by an Employer to teach a Learner a trade or profession within a specified period during which the Learner commits to work under the

management and supervision of the Employer in return for a wage or remuneration determined prior to enrolment in this programme.

Licence: A document issued by a Licensing Authority to a Vocational Education Institution, to an Awarding Body, or to a Quality Assurance Body in accordance with the legislation applicable to that Licensing Authority.

Initial Approval: An approval issued by the KHDA to a Permit applicant in accordance with the provisions of this Resolution before the applicant proceeds with completing the procedures for issuing the Permit, the Licence, or any other licences, permits, or approvals issued by Concerned Entities.

Permit: A document issued by the KHDA, in accordance with the provisions of this Resolution, authorising a Vocational Education Institution, an Awarding Body, a Quality Assurance Body, or an Employer, as the case may be, to conduct any of the Vocational Activities.

Permit Holder: This includes a Vocational Education Institution, an Awarding Body, a Quality Assurance Body, or an Employer.

Approval: A document issued by the KHDA, in accordance with the provisions of this Resolution, to an Awarding Body that conducts its activities outside of the Emirate for the purpose of recognising the satisfaction of the requirements prescribed under this Resolution.

Professional Cadres: The persons appointed by Permit Holders to perform Vocational Education duties. This includes the director of a Vocational Education Institution.

Attestation:	Recognition by the KHDA of a Vocational Certificate issued by a Vocational Education Institution or an Awarding Body.
Badge:	An electronic figure, sign, symbol, or image, or other electronic insignia issued by a Vocational Education Institution or an Awarding Body to a Learner who is awarded a Vocational Certificate or who completes vocational programmes that are not sanctioned by a Vocational Certificate.
Learner:	A natural person who is registered with a Vocational Education Institution or who is enrolled in a Vocational Apprenticeship Programme.
Person:	A natural or legal person.

Objectives of the Resolution

Article (2)

This Resolution aims to:

1. regulate Vocational Education in the Emirate and ensure the quality of its outcomes;
2. prepare qualified and skilled Professional Cadres, at the theoretical and practical levels, to work in available specialities;
3. meet the labour market needs for specialised Professional Cadres in the public and private sector, with a view to meeting the needs and requirements of sustainable development plans;
4. attract investments in the field of Vocational Education;
5. encourage community members to receive Vocational Education; and
6. provide Vocational Education graduates with the opportunity to pursue their studies at Educational Institutions.

Scope of Application

Article (3)

- a. The provisions of this Resolution apply to those who conduct Vocational Activities and to Learners in the Emirate, including in Special Development Zones and free zones, such as the Dubai International Financial Centre.
- b. Notwithstanding the provisions of paragraph (a) of this Article, the provisions related to obtaining Permits and imposing the penalties and administrative measures stipulated in this Resolution will not apply to the Government Entities that conduct activities related to Vocational Education pursuant to their establishing legislation or the legislation regulating their work.

Functions of the KHDA

Article (4)

For the purposes of this Resolution, and without prejudice to the federal legislation in force concerning Vocational Qualifications, the KHDA will oversee Vocational Education in the Emirate. For this purpose, the KHDA will have the duties and powers to:

1. approve the policies required for improving the quality of Vocational Education in the Emirate, submit the same to the competent entities in the Emirate for final approval, and approve the strategic plans required to implement these policies upon approval;
2. design, develop, classify, and determine the levels of Vocational Qualifications, in accordance with the relevant rules and standards adopted internationally and by the KHDA, with a view to supporting the implementation of sustainable development plans and meeting the labour market needs for skilled and qualified Professional Cadres in the public and private sectors;
3. accredit the Vocational Qualifications developed by public and private entities in the Emirate;

4. determine the age groups targeted by Vocational Qualifications and Vocational Apprenticeship Programmes;
5. establish and continuously develop the rules and standards required for ensuring the quality of Vocational Qualifications, including those delivered through distance learning;
6. coordinate with Educational Institutions within and outside of the Emirate on recognising the Vocational Certificates governed by the provisions of this Resolution;
7. issue Initial Approvals to Permit applicants, based on the type of requested Permit, in accordance with the conditions and rules prescribed by this Resolution and the relevant rules adopted by the KHDA;
8. issue and renew Permits, based on the type of requested Permit, in accordance with the conditions, procedures, and technical manuals stipulated in this Resolution and the resolutions issued in pursuance hereof;
9. modify the details of Permits in accordance with the relevant conditions and procedures adopted by the KHDA. This includes modifying the Vocational Qualifications specified in the Permit or adding new Vocational Qualifications;
10. issue Awarding Bodies with Approvals in accordance with the relevant conditions and procedures adopted by the KHDA;
11. attest the Vocational Certificates awarded in the Emirate;
12. issue certificates of equivalency of the Vocational Qualifications awarded outside of the Emirate in accordance with the relevant conditions and procedures adopted by the KHDA;
13. establish the conditions, standards, and procedures for issuing and recognising Badges;

14. conduct assessments of Permit Holders in accordance with the relevant standards and indicators adopted by the KHDA; and publish the relevant results in the manner it deems appropriate;
15. determine the Professional Cadres and administrative cadres required for conducting each of the Vocational Activities, and issue permits and approvals for their appointment, in accordance with the relevant conditions and procedures adopted by the KHDA;
16. approve the conditions, rules, and standards for registering Learners, including those with disabilities, with Vocational Education Institutions and Employers;
17. adopt the rules and standards required for ensuring the rights, protection, and safety of Learners, including those with disabilities, at Vocational Education Institutions, Awarding Bodies, and Employers;
18. issue Permit Holders with approvals for publishing educational promotional material, and coordinate with the Concerned Entities in this respect;
19. receive, investigate, and take the necessary measures and actions in respect of, the complaints filed against Permit Holders;
20. monitor and inspect Permit Holders to verify their compliance with the provisions of this Resolution and the resolutions issued in pursuance hereof;
21. coordinate with the public and private sectors in the UAE and the Emirate to determine the occupations and professions that require their practitioners to obtain appropriate Vocational Qualifications;
22. approve, in coordination with the Concerned Entities, the plans, strategies, and procedures required for attracting investments in Vocational Education in the Emirate;
23. conclude contracts and agreements, and establish partnerships, with local entities in the UAE, and with international organisations, institutions, and agencies concerned

- with Vocational Education, with a view to promoting and developing Vocational Education in the Emirate;
24. enter into agreements with any institutions concerned with Vocational Education within and outside of the Emirate to deliver any of the Vocational Qualifications designed or developed by the KHDA, including those delivered through distance learning;
 25. form permanent and temporary technical committees and work teams from amongst the employees of the KHDA or other persons to perform any Vocational Education related work assigned by the Director General; and
 26. exercise any other duties or powers related to Vocational Education that are required for the achievement of the objectives of this Resolution, as assigned to it by the Executive Council.

Conducting Vocational Activities

Article (5)

No Person may conduct any Vocational Activity in the Emirate without first obtaining a Permit. The Permit will be issued in accordance with the conditions and procedures stipulated in this Resolution and the resolutions issued in pursuance hereof, and in line with the Vocational Activity in respect of which the Permit is applied for.

Conditions for Issuing Initial Approvals

Article (6)

To be issued with an Initial Approval, a Permit applicant must:

1. be of full legal capacity and of good character and repute; and not have been sentenced for any felony or other crime affecting honour or trustworthiness, unless he has been pardoned or rehabilitated. These conditions must be met by the owners of companies formed as partnerships and by members of the boards of directors of

companies formed as corporations. In addition, the company must have good market reputation;

2. undertake to provide the required guarantees, as determined pursuant to the relevant resolution of the Director General, depending on the type of Vocational Activity in respect of which the Initial Approval is applied for, to cover any damage that may be incurred as a result of conducting the authorised Vocational Activity;
3. provide the information and documents determined pursuant to the relevant resolution of the Director General, depending on the type of the Vocational Activity in respect of which the Initial Approval is applied for;
4. obtain the approval of the Concerned Entity; and
5. meet any other conditions determined pursuant to the relevant resolutions of the Director General.

Validity of Initial Approvals

Article (7)

Initial Approvals will be valid for a period of one (1) year for applicants for Vocational Education Institution Permits, and for a period of three (3) months for applicants for Permits to conduct other Vocational Activities. The KHDA may extend the validity of an Initial Approval for the same period, provided that an application for Initial Approval extension is submitted at least thirty (30) days prior to its expiry date. Extension applications will be considered and approved in accordance with the conditions and procedures determined pursuant to the relevant resolution of the Director General.

Conditions for Issuing Permits

Article (8)

Depending on the type of the Vocational Activity applied for, the issuance of the relevant Permit will be subject to the following:

a. Vocational Activities of Vocational Education Institutions

1. The Initial Approval must be submitted.
2. Premises for conducting the Vocational Activity must be provided. The premises must satisfy the relevant conditions and rules adopted by the KHDA, and the technical, engineering, health, environmental, and planning conditions and requirements adopted by the Concerned Entities.
3. All required approvals of Concerned Entities must be obtained.
4. The approval of the Awarding Body of the Vocational Qualifications to be delivered by the Vocational Education Institution must be obtained.
5. A Professional Cadre must be appointed in accordance with the relevant rules and conditions adopted by the KHDA.
6. The guarantees that the Permit applicant has undertaken to provide under subparagraph (2) of Article (6) of this Resolution must be provided.
7. The requirements, aids, tools, and equipment necessary for delivering the Vocational Qualifications must be provided, including the requirements, aids, tools, and equipment necessary for delivering Vocational Qualifications through distance learning and to Learners with disabilities, as adopted by the KHDA in this respect.
8. Any other requirements or rules determined in the relevant technical manuals adopted by the KHDA must be met.
9. Any other conditions determined pursuant to the relevant resolutions of the Director General must be met.

b. Vocational Activities of Awarding Bodies

1. The Initial Approval must be submitted.

2. The KHDA's approval of the Accrediting Body that will attest the Vocational Qualifications awarded by the Awarding Body must be obtained.
3. Premises for conducting the Vocational Activity must be provided. The premises must satisfy the relevant conditions and rules adopted by the KHDA and the Concerned Entities.
4. A Professional Cadre must be appointed in accordance with the relevant rules and conditions adopted by the KHDA.
5. The requirements and rules stipulated in the relevant technical manuals adopted by the KHDA must be met.
6. The guarantees that the Permit applicant has undertaken to provide under subparagraph (2) of Article (6) of this Resolution must be provided.
7. Any other conditions determined pursuant to the relevant resolutions of the Director General must be met.

c. Vocational Activities of Quality Assurance Bodies

1. The Initial Approval must be submitted.
2. Premises for conducting the Vocational Activity must be provided. The premises must satisfy the relevant conditions and rules adopted by the KHDA and the Concerned Entities.
3. A Professional Cadre must be appointed in accordance with the relevant rules and conditions adopted by the KHDA.
4. The guarantees that the Permit applicant has undertaken to provide under subparagraph (2) of Article (6) of this Resolution must be provided.
5. The requirements and rules stipulated in the relevant technical manuals adopted by the KHDA must be met.

6. Any other conditions determined pursuant to the relevant resolutions of the Director General must be met.

d. Vocational Activities of Employers

1. The Initial Approval must be submitted.
2. Premises for conducting the Vocational Activity must be provided. The premises must satisfy the relevant conditions and rules adopted by the KHDA and the Concerned Entities.
3. A Professional Cadre must be appointed in accordance with the relevant rules and conditions adopted by the KHDA.
4. The requirements and rules stipulated in the relevant technical manuals adopted by the KHDA must be met.
5. The guarantee prescribed by the KHDA, if any, must be provided.
6. Any other conditions determined pursuant to the relevant resolutions of the Director General must be met.

Validity of Permits

Article (9)

- a. Permits will be valid for a period of one (1) year, renewable for the same period. An application for renewal of a Permit must be submitted to the KHDA at least thirty (30) days prior to its expiry date. The Permit will be renewed in accordance with the conditions and procedures stipulated in the relevant resolution of the Director General.
- b. The KHDA may, upon the request of a Permit Holder applying for the renewal of his Permit, increase the Permit validity period to no more than three (3) years per each request, provided that the Permit Holder meets the rules and standards determined

pursuant to the relevant resolution of the Director General and pays the relevant applicable fees.

Procedures for Issuing Initial Approvals and Permits

Article (10)

The procedures for issuing Initial Approvals and Permits will be determined pursuant to the relevant resolution of the Director General.

Assignment of Permits

Article (11)

A Permit may not be assigned without first obtaining the relevant approval of the KHDA. This approval will be issued in accordance with the rules and conditions determined pursuant to the relevant resolution of the Director General. Any assignment of the Permit in contravention of this Article will be deemed null and void.

Conditions and Procedures for Issuing Approvals to Awarding Bodies

Article (12)

A resolution issued by the Director General will determine the conditions and procedures for issuing Approvals to the Awarding Bodies that conduct their activities outside of the Emirate.

Obligations of Vocational Education Institutions

Article (13)

A Vocational Education Institution must:

1. comply with the legislation in force in the Emirate, including this Resolution and the resolutions issued in pursuance hereof, and with the instructions issued by the KHDA in respect of matters related to the Vocational Activity it is authorised to conduct;

2. comply with the terms of its Permit, including the Vocational Qualifications specified therein;
3. ensure the quality of Vocational Education in accordance with the relevant requirements adopted by the KHDA;
4. provide the aids, tools, and equipment required for conducting the Vocational Activity, as adopted by the KHDA in this respect, including the aids, tools, and equipment that meet the needs of the Learners with disabilities who are registered with it;
5. ensure the continued development and qualification of its Professional Cadres in accordance with the relevant requirements adopted by the KHDA;
6. meet the conditions and rules adopted by the KHDA concerning the appointment of any member of the Professional Cadre;
7. register Learners in accordance with the relevant conditions and procedures adopted by the KHDA;
8. register Learners with the relevant Awarding Body where the Vocational Certificates are to be issued to these Learners by that Awarding Body;
9. not conduct the Vocational Activity outside the premises of the Vocational Education Institution, unless it is so authorised under its Permit, or it obtains the relevant approval of the KHDA in accordance with the relevant conditions and procedures adopted by the KHDA;
10. not use the premises of the Vocational Education Institution for other than its authorised purpose;
11. not modify any Vocational Qualification it is authorised to deliver without first obtaining the relevant approval of the KHDA;

12. not deliver any Vocational Qualifications through any other entity, unless it is so authorised under its Permit, or it obtains the relevant approval of the KHDA in accordance with the relevant conditions and procedures adopted by the KHDA;
13. not modify the details of the Licence or Permit without first obtaining the relevant approval of the KHDA. Any modification must be made in accordance with the relevant conditions and procedures adopted by the KHDA;
14. not award Vocational Certificates or Badges to Learners unless they fulfil the requirements prescribed for awarding these certificates or badges;
15. manage the Vocational Education Institution and all its affiliates in accordance with the relevant requirements adopted by the KHDA;
16. provide the KHDA, its competent employees, and its authorised representatives with information and data, within the time frames determined by the KHDA, in the course of performing the audit, inspection, and assessment of the Vocational Education Institution and its facilities;
17. create records and files for its Learners and Professional Cadre, and retain the same for the period determined pursuant to the relevant resolution of the Director General;
18. not advertise the Vocational Education Institution, its activities, or the Vocational Qualifications it delivers in a misleading manner or in a manner that contradicts the terms of its Permit;
19. provide the KHDA with periodic reports on the Vocational Qualifications it delivers and the Learners registered with it, and any other relevant reports required by the KHDA;
20. observe public order and morality and the UAE values and traditions, and not express contempt of any religion; engage in politics; or instigate sectarian, racial, or ethnic conflicts;

21. not accept gifts or Donations from any entity within or outside of the Emirate without first obtaining the relevant approvals from the KHDA and concerned Government Entities;
22. ensure and preserve the rights of Learners; and
23. perform any other obligations determined pursuant to the relevant resolutions of the Director General.

Obligations of Awarding Bodies Issued with Permits

Article (14)

An Awarding Body issued with a Permit must:

1. comply with the legislation in force in the Emirate, including this Resolution and the resolutions issued in pursuance hereof, and with the instructions issued by the KHDA in respect of matters related to the Vocational Activity it is authorised to conduct;
2. comply with the terms of its Permit;
3. not award a Vocational Certificate to any Learner unless he fulfils the requirements prescribed for awarding that certificate;
4. comply with the rules, standards, and manuals adopted by the KHDA in respect of ensuring the quality of Vocational Qualifications, including those delivered through distance learning;
5. monitor, either by itself or by engaging a Quality Assurance Body, the quality of the Vocational Qualifications it awards; prepare the reports required in this regard; and provide the KHDA with copies of these reports periodically or as determined by the KHDA;
6. create a register for the Vocational Qualifications it delivers, registers for its Learners and for the Learners whom it awards Vocational Qualifications, and any other

- registers required by the KHDA; and retain these registers for the periods prescribed by the KHDA;
7. provide the KHDA, upon request or periodically, with the data and information related to the Vocational Qualifications awarded, designed, or developed by the Awarding Body, and the Vocational Qualifications whose quality is being monitored by it;
 8. periodically provide the KHDA with the details of the Learners registered with it and those awarded Vocational Qualifications by it, as determined by the KHDA in this respect;
 9. not breach any measures taken by the KHDA against any Vocational Education Institution involved in its activities;
 10. provide the KHDA, its competent employees, and its authorised representatives with information and data, within the time frames determined by the KHDA, in the course of performing the audit and inspection of the activities, work, records, and documents of the Awarding Body;
 11. observe public order and morality and the UAE values and traditions; and not express contempt of any religion; engage in politics; or instigate sectarian, racial, or ethnic conflicts; and
 12. perform any other obligations determined pursuant to the relevant resolutions of the Director General.

Obligations of Quality Assurance Bodies

Article (15)

A Quality Assurance Body must:

1. comply with the legislation in force in the Emirate, including this Resolution and the resolutions issued in pursuance hereof, and with the instructions issued by the KHDA in respect of matters related to the Vocational Activity it is authorised to conduct;

2. comply with the terms of its Permit;
3. comply with the rules, standards, and manuals adopted by the KHDA in respect of ensuring the quality of Vocational Qualifications, including those delivered through distance learning;
4. where it acts on behalf of an Awarding Body, comply with the rules and standards adopted by that body in respect of quality assurance systems;
5. provide the KHDA, upon request or periodically, with quality assurance reports in respect of the Vocational Qualifications delivered by the Vocational Education Institutions that fall within its mandate;
6. provide the KHDA, its competent employees, and its authorised representatives with information and data, within the time frames determined by the KHDA, in the course of performing the audit and inspection of the activities, work, records, and documents of the Quality Assurance Body; and
7. perform any other obligations determined pursuant to the relevant resolutions of the Director General.

Obligations of Employers

Article (16)

An Employer must:

1. comply with the legislation in force in the Emirate, including this Resolution and the resolutions issued in pursuance hereof, and with the instructions issued by the KHDA in respect of matters related to the Vocational Activity it is authorised to conduct;
2. comply with the terms of his Permit;
3. not award a Vocational Certificate to any Learner unless that Learner fulfils the requirements prescribed for awarding that certificate;

4. provide the aids, tools, and equipment required for conducting the Vocational Activity, as adopted by the KHDA in this respect, including the aids, tools, and equipment that meet the needs of the Learners with disabilities who are registered with him;
5. ensure the continued development and qualification of his Professional Cadre in accordance with the relevant requirements adopted by the KHDA;
6. ensure and preserve the rights of Learners, including through compliance with the terms of the contracts concluded with Learners or with their legal representatives in respect of Vocational Apprenticeship Programmes;
7. periodically provide the KHDA with the details of the Vocational Apprenticeship Programmes he conducts and the Learners enrolled in these programmes;
8. provide the KHDA, its competent employees, and its authorised representatives with information and data, within the time frames determined by the KHDA, in the course of performing the audit and inspection of the activities, work, records, and documents of the Employer;
9. not accept gifts or Donations from any entity within or outside of the Emirate without first obtaining the relevant approvals from the KHDA and concerned Government Entities; and
10. perform any other obligations determined pursuant to the relevant resolutions of the Director General.

Recognition of Vocational Certificates

Article (17)

A Vocational Certificate attested by the KHDA will be recognised in the Emirate for all its intended purposes, particularly for purposes of employment, pursuing studies, or conducting any Economic Activities in the Emirate.

Outsourcing and Delegation of Powers

Article (18)

The KHDA may outsource any of its duties and delegate any of its powers under this Resolution to any public or private entity pursuant to an agreement concluded for this purpose. This agreement will stipulate its term, the rights and obligations of both parties, and any other relevant provisions.

Fees

Article (19)

In return for issuing the Permits and providing the services stipulated in this Resolution and the resolutions issued in pursuance hereof, the KHDA will collect the fees determined in the relevant resolution of the Chairman of the Executive Council.

Penalties and Administrative Measures

Article (20)

- a. Without prejudice to any stricter administrative penalty stipulated in any other resolution, a Person who commits any of the violations mentioned in Schedules (1), (2), (3), and (4) attached hereto will be punished by the fine indicated opposite that violation.
- b. Upon repetition of the same violation within one (1) year from the date of the previous violation, the amount of the fine will be doubled. A doubled fine must not exceed one hundred thousand dirhams (AED 100,000.00).
- c. In addition to the penalty of a fine prescribed in paragraph (a) of this Article, the Director General or his authorised representative may take any of the following measures against the violator:
 1. serving a written warning;
 2. suspending the Vocational Activity for a period not exceeding six (6) months;

3. suspending the registration of new Learners for a period not exceeding six (6) months; and/or
4. revoking the Permit issued to the violator and coordinating with the Licensing Authority to cancel his Licence.

Law Enforcement

Article (21)

The KHDA employees, and the staff of any of the KHDA contracted entities, nominated pursuant to a resolution of the Director General will have the capacity of law enforcement officers to record the acts committed in breach of the provisions of this Resolution and the resolutions issued in pursuance hereof. For this purpose, they may issue the necessary violation reports; and, where necessary, seek the assistance of police personnel.

Grievances

Article (22)

Any affected party may submit to the Director General a written grievance against any decision, procedure, penalty, or measure taken against him in accordance with this Resolution or the resolutions issued in pursuance hereof, within thirty (30) days from the date of being notified of the contested decision, procedure, penalty, or measure. The grievance will be determined, within thirty (30) days from the date of its submission, by a committee formed by the Director General for this purpose. The decision issued by the committee on the grievance will be final.

Payment of Fines

Article (23)

The fines collected pursuant this Resolution will be paid to the Public Treasury of the Government.

Providing Support and Assistance

Article (24)

For the purposes of enabling the KHDA to achieve the objectives of this Resolution and to perform its functions under this Resolution and the resolutions issued in pursuance hereof, Government Entities must, each within its own jurisdiction, provide support and assistance to the KHDA when requested to do so.

Issuing Implementing Resolutions

Article (25)

The Director General will issue the resolutions required for the implementation of this Resolution. These resolutions will be published in the Official Gazette of the Government of Dubai.

Compliance

Article (26)

Any Person who conducts a Vocational Activity by the effective date of this Resolution must comply with the provisions of this Resolution within a period not exceeding one (1) year from that effective date. The Director General may, where required, extend this grace period once for the same period.

Repeals

Article (27)

Any provision in any other resolution will be repealed to the extent that it contradicts this Resolution.

Publication and Commencement

Article (28)

This Resolution will be published in the Official Gazette and will come into force on the day on which it is published.

Hamdan bin Mohammed bin Rashid Al Maktoum

Crown Prince of Dubai

Chairman of the Executive Council

Issued in Dubai on 14 September 2021

Corresponding to 7 Safar 1443 A.H.

Schedule (1)

Violations and Fines of Vocational Education Institutions

SN	Violation	Fine (in dirhams)
1	Conducting a Vocational Activity without a Permit	50,000.00
2	Failure to comply with the terms of the Permit	50,000.00
3	Failure to meet relevant Vocational Education quality assurance requirements as adopted by the KHDA	50,000.00
4	Failure to provide the aids, tools, or equipment required for conducting the Vocational Activity	20,000.00
5	Failure to ensure the continued development and qualification of the Professional Cadre	10,000.00
6	Failure to obtain the KHDA's approval before appointing any member of the Professional Cadre	10,000.00
7	Failure to register Learners with the relevant Awarding Body in accordance with the relevant rules adopted by the Awarding Body and the KHDA	10,000.00
8	Conducting a Vocational Activity outside of the premises of the Vocational Education Institution without being so authorised under its Permit or pursuant to an approval issued to it by the KHDA	20,000.00
9	Using the premises of the Vocational Education Institution for other than its intended purpose	20,000.00
10	Modifying any of the Vocational Qualifications without first obtaining the relevant approval of the KHDA	25,000.00
11	Delivering Vocational Qualifications through any other entity without first obtaining the relevant approval of the KHDA	30,000.00
12	Awarding a Vocational Certificate or Badge to a Learner who has not fulfilled the requirements prescribed for awarding that certificate or badge	10,000.00
13	Failure to observe public order or morality or the UAE values and traditions; expressing contempt of any religion; engaging in politics; or instigating sectarian, racial, or ethnic conflicts	50,000.00

14	Modifying any of the details of its Licence or Permit without first obtaining the relevant approval of the KHDA	25,000.00
15	Failure to ensure and preserve the rights of Learners	20,000.00
16	Failure to register Learners with disabilities as per its approved Vocational Education plan	20,000.00
17	Failure to provide the aids, tools, or equipment required for the Learners with disabilities whom it determines to admit pursuant to its educational plan as approved by the KHDA	20,000.00
18	Failure to manage the Vocational Education Institution or its affiliates in accordance with the requirements adopted by the KHDA in this respect	25,000.00
19	Accepting gifts or Donations from any entity within or outside of the Emirate without first obtaining the relevant approvals of the KHDA and concerned Government Entities	20,000.00
20	Failure to provide the KHDA, its competent employees, or its authorised representatives with information and data, within the time frames determined by the KHDA, in the course of performing the audit, inspection, or assessment of the Vocational Education Institution or its facilities	20,000.00
21	Failure to create records and files for its Learners and Professional Cadre, or failure to retain the same for the period prescribed by the KHDA	10,000.00
22	Advertising the Vocational Education Institution, its activities, or the Vocational Qualifications it delivers in a misleading manner or in a manner that contradicts the terms of its Permit	30,000.00
23	Failure to provide the KHDA with periodic reports on the Vocational Qualifications it delivers and the Learners registered with it, or any other relevant reports required by the KHDA	20,000.00

Schedule (2)

Violations and Fines of Awarding Bodies

SN	Violation	Fine (in dirhams)
1	Conducting a Vocational Activity without a Permit	50,000.00
2	Failure to comply with the terms of its Permit	50,000.00
3	Failure to comply with the rules, standards, or manuals adopted by the KHDA to ensure the quality of Vocational Qualifications	30,000.00
4	Failure to monitor the quality of the Vocational Qualifications it awards, or failure to prepare the relevant reports and provide the KHDA with copies of these reports	50,000.00
5	Failure to create a register for the Vocational Qualifications it delivers, a register for its Learners, a register for the Learners whom it awards Vocational Qualifications, or any other registers required by the KHDA; or failure to retain any of these registers for the period prescribed by the KHDA	25,000.00
6	Failure to provide the KHDA, upon request or periodically, with the data and information related to the Vocational Qualifications awarded, designed, or developed by the Awarding Body or the Vocational Qualifications whose quality is being monitored by it	20,000.00
7	Failure to provide the KHDA with the details of the Learners registered with it or those awarded Vocational Qualifications by it	20,000.00
8	Awarding a Learner a Vocational Certificate without fulfilling the requirements prescribed for awarding that certificate	30,000.00
9	Breaching the measures taken by the KHDA against any Vocational Education Institution involved in its activity	30,000.00
10	Failure to provide the KHDA, its competent employees, or its authorised representatives with information and data, within the time frames determined by the KHDA, in the course of performing the audit and inspection of its activities, work, and documents	20,000.00

11	Failure to observe public order or morality or the UAE values and traditions; expressing contempt of any religion; engaging in politics; or instigating sectarian, racial, or ethnic conflicts	50,000.00
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Schedule (3)

Violations and Fines of Quality Assurance Bodies

SN	Violation	Fine (in dirhams)
1	Conducting a Vocational Activity without a Permit	50,000.00
2	Failure to comply with the terms of its Permit	50,000.00
3	Failure to comply with the rules, standards, and manuals adopted by the KHDA to ensure the quality of Vocational Qualifications	30,000.00
4	Failure to comply with the quality assurance conditions, requirements, and systems of the Awarding Body	30,000.00
5	Failure to provide the KHDA, upon request or periodically, with the quality assurance reports it prepares in respect of the Vocational Qualifications it delivers	20,000.00
6	Failure to provide the KHDA, its competent employees, and its authorised representatives with information and data, within the time frames determined by the KHDA, in the course of performing the audit and inspection of its activities, work, and documents	20,000.00

Schedule (4)
Violations and Fines of Employers

SN	Violation	Fine (in dirhams)
1	Conducting a Vocational Activity without a Permit	50,000.00
2	Failure to comply with the terms of his Permit	50,000.00
3	Failure to provide the aids, tools, or equipment required for conducting the Vocational Activity as adopted by the KHDA in this respect	20,000.00
4	Failure to ensure the continued development and qualification of his Professional Cadre in accordance with the relevant requirements adopted by the KHDA	10,000.00
5	Failure to ensure or preserve the rights of Learners, including through failure to comply with the terms of the contracts concluded with Learners or with their legal representatives in respect of Vocational Apprenticeship Programmes	20,000.00
6	Failure to designate facilities for Learners with disabilities to enrol in his Vocational Apprenticeship Programmes; or failure to provide the relevant aids, tools, or equipment required for their enrolment	20,000.00
7	Accepting gifts or Donations from any entity within or outside of the Emirate without first obtaining the relevant approvals of the KHDA and concerned Government Entities	20,000.00
8	Failure to provide the KHDA, upon request or periodically, with the Vocational Apprenticeship Programmes he delivers or with the details of the Learners enrolled in these programmes	20,000.00
9	Awarding a Learner a Vocational Certificate without fulfilling the requirements prescribed for awarding that certificate	30,000.00
10	Failure to provide the KHDA, its competent employees, or its authorised representatives with information and data, within the time frames determined by the KHDA, in the course of performing the audit and inspection of its activities, work, and documents	20,000.00