

Curriculum Vitae

Personal data

Name: Mahmoud Mohamed Elaheb
place of residence: Tripoli -Tripoli
Date of birth: 29/04/1975
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Marital status: Married



Education

High Diploma in Electronic Engineering 1998-1994

Higher Institute for the preparation of trainers / Tripoli

Training and Professional Development

Course "Quality Assurance and Assessment Certificate" Level 4.

Pearson Company – UK The programme was 12 weeks in duration.

The programme of study comprised the following areas.

- Internal verification, external verification, moderation and standardisation.
- Appraisal, training and development, continuing professional development.
- National Occupational Standards-purpose, use and development.
- Quality Assurance Agency and the Academic Infrastructure.
- Strategic planning-associated policies and procedures.
- Ofsted and the Common Inspection Framework.
- Funding vocational educational in the UK.
- Accreditation and approval procedures.
- Certification for assessment centres – practical testing.

- Education for work and work-based learning.
- Inspection-purpose and procedures.
- Assignment test and examination setting.
- Operational statements.
- The regulatory system in the UK.
- Action planning.
- Stakeholder engagement.
- Labour Market Intelligence.
- Self-evaluation reporting.
- National Qualification Frameworks.
- Awareness of DACUM.
- The BTEC philosophy.
- Curriculum development.
- Health and safety (IOSH).

Course "Training of Trainers" TOT, Tripoli – Libya 2012.

Supervision by the British Council and accreditation City Guilds.

Course "Total Quality Management" Amman – Jordan 2012

Supervision and organization of the Arab Labor Organization

Course "Developing Communication Skills and Behavioral Skills"

Tripoli Libya 2011

Course "ICDL " Tripoli Libya 2009

Course "International Spoken ESOL communicator 2008.

Course Preparing to teach in the Lifelong Learning Sector " 2008

Training by a TQ Education and Training Ltd Company.

The certificate is accredited by(City & Guilds)

Course "A1 Assessors" 2008

Training by a TQ Education and Training Ltd Company.

The certificate is accredited by (City & Guilds).

Professional Experience in Training and Quality Assurance

- Trainer at the Higher Institute for the preparation of trainers 2001-2006.
- Trainer at Human Resources Development Center 2009 – 2022.
- Trainer at the Quality Assurance and Professional certification Center 2011 – 2022.

Designer of training programs, including the following:

- time management.
- Leading Effective Meetings.
- Communication Skills.
- Presentation skills and public speaking.
- training of trainers.
- Evaluation of training programs.

Supervisory and administrative work:

- Team Coordinator of "Design Training Programs". 2018 - 2019.
 - Team Coordinator of "Implement Training Programs" 2019 .
 - Team Coordinator of "assessment and evaluation Training Programs" 2020.
 - Member of the committee for preparing a guide to quality assurance and accreditation of training institutions 2020.
 - Director of the Inspection and Quality Assurance Department at the Quality Assurance and Professional Certification Center 2020-2022.
 - Director of Human Resources Department at Quality Assurance and Professional Certification Center 2023-2024.
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Professional Experience in Occupational Standard

And occupational analysis

- Team Member of Design " guide of National Occupational Standards" 2010.
- Participating member in the workshop "Developing the Standard Arab Classification of Occupations" Amman – Jordan 2012.
- Facilitator of Occupational analysis workshop for "personnel affairs job 2013.

- Facilitator of Occupational analysis workshop for electrical installation job 2015.
 - Facilitator of Occupational analysis workshop for sewing work job 2020.
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Interests and hobbies

- reading
- swimming
- football