

Clinical Science Training Provider

**Qtech Solutions Inc.**  
Qtech-Sol Professional Development Center

**4 Robert Speck Parkway, Suite 1500  
Mississauga, ON L4Z 1S1 Canada**



**Program Catalog**  
**2021**

**Phone: 905.519.0889**  
[www.qtech-solutions.ca](http://www.qtech-solutions.ca)

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### 1. Contacts

Program Admin      [qpdc@qtech-solutions.ca](mailto:qpdc@qtech-solutions.ca)      905.519.0889

Program Evaluation   [academic\\_support@qtech-solutions.com](mailto:academic_support@qtech-solutions.com)      732.770.4100

Attendance staff is available Monday through Friday from 8:30 a.m. to 5:00 p.m. EST

### 2. Institute Calendar

The following holidays will be observed by the Institute and classes will not be held.

#### Observed Holidays:

- New year
- Good Friday
- Easter
- Victoria Day / National Patriots Day
- Canada Day
- British Columbia Day
- Labor Day
- Thanksgiving
- Remembrance Day
- Christmas
- Boxing Day

### 3. Class Schedule

Normal Business hours is from **8.30 A.M. until 5:00 P.M. EST** from Monday through Friday.

The programs offered are distance learning, along with faculty interactive online sessions provided based on type of delivery method enrolled. The Program is offered as (a) SIP- Pure Internet program (Self-Paced Online) (or) (b) BIP-Blended Internet program (Self-Paced Online with remote Classes) to students at QPDC.

Faculty student query interactive sessions are provided per appointment to those who need additional assistance. The assistance is given on appointment during office hours, via email, phone call or via WebEx.

#### **(A). Program Training / Delivery Models**

Interested student can opt for ONE of the following learning delivery method that fits best.

### 1) Self-Paced Online Program (SIP)

- This is Self-Paced Pure Online Program (PIP) - Learn from Home at your own pace.
- Student Enrolls Online, pays fee by card - Online Shopping Cart / or Check.
- Material accessed thru Internet from Qtech Custom LMS (Along with Start-End Dates).
- Will complete the Online Training program as Self-Paced.
- Program Schedule is provided describing (Days / Hours), along with lesson deliveries to be submitted on daily basis (Mon through Fri).
- Submissions are monitored and evaluated for scoring.
- Queries are addressed via Email and Phone.
- Feedback is provided via email; Solutions to exercises are made available online for reference and understanding.
- Student takes Online Final Exam
- Certificate and Transcript emailed.
- Student enrolls for Post Training Assistance for Resume, Narrative and Mock Session (15 Days)
- List of open jobs available /job leads are shared with candidate for 30 days after training completion.



### 2) Self-Paced Blended Internet Program (BIP) - Self-Paced Online Material with Remote Classes

- This is Self-Paced Online Program along with Scheduled Online Classes -BIP (WebEx Sessions).
- Student Enrolls Online, pays fee by card - Online Cart / or Check.
- Material accessed through Internet from Qtech Custom LMS (Along with Start-End Dates).
- Will complete the Online Training program as Self-Paced and will attend remotely Online Classes (via WebEx) as per schedule.

- Minimum number of students required to conducted online WebEx classes as per schedule is 8 students per program. Each Class is usually for 2 hours.
- BIP delivery Batch Intake frequency is once on 2 months or quarterly.
- Program Schedule is provided describing (Days / Hours), along with lesson deliveries to be submitted daily (Mon through Fri).
- Submissions are monitored and evaluated for scoring.
- Queries are addressed via Email and Phone.
- Feedback is provided via email, solutions to exercises are made available Online for reference and understanding.
- Student takes Online Final Exam
- Certificate and Transcript emailed.
- Student enrolls for Post Training Assistance for Resume, Narrative and Mock Session (15 Days)
- List of open jobs available/ job leads are shared with candidate for 30 days after training completion.



### **(B). Advanced Learnings - 75 thru 100 Hours / 30-45 Days (Applies for Package programs)**

Selected Student will have the opportunity to enroll into Advanced learning sessions as Training as Internship Program. During this program advanced case studies as projects are provided to students to apply their learning. During this program, the students will have to deliver tasks on various projects and will attend multiple WebEx Online sessions to understand the hypothesis, the tasks and delivery objectives. All Exercises are submitted via email. Due to changing and challenging job market scenario, the Students are provided with current findings and industry learnings needed to meet the job market.

### **(C). Post Training Assitance Program - 20 Hours / 10 days**

Each Student enrolled into the program, will have opportunity to participate in post training assistance program, This program is offered for a period of 10 business days (20 hours), which includes:

- ✓ Resume writing

- ✓ Interview tips as guidelines
- ✓ Narrative preparation
- ✓ 2 Mock interviews

(D). All subject matter queries are emailed to [academic\\_support@qtech-solutions.com](mailto:academic_support@qtech-solutions.com)

#### **4 Registration Requirements**

Students/Trainees may register for courses up to one week (5 business days) prior to the start of classes. Students must register online at [www.qtech-solutions.ca](http://www.qtech-solutions.ca)

Other documents required:

- Copy of Identification (one of the following: current driver license, passport, or permanent resident card) for Identity Verification.
- Most updated resume
- Copy of Degree Certificate (Bachelor/Master's degree)
- Completed Enrollment Form / Online Application form
- Optional - Personal essay (50-100 words statement explaining the reason why the candidate has chosen our program and his/her thoughts about further career path)
- Proof of payment for registration and tuition fees. We accept payments via Secured Shopping Cart by Credit Card (OR) Personal checks payable to: "Qtech Solutions Inc."
- All documents will be submitted to Human Resources, via email to [qpdc@qtech-solutions.com](mailto:qpdc@qtech-solutions.com) (or) [qpdc@qtech-solutions.ca](http://qpdc@qtech-solutions.ca) / By mail to the following address:

**QTECH SOLUTIONS INC.**  
**4 Robert Speck Parkway, Suite 1500**  
**Mississauga, ON L4Z 1S1 Canada**

#### **5. Institute Policies**

##### **5.1 Entrance Requirements**

Every student/trainee must:

1. Be at least twenty-one (21) years of age on or before the first day of class.
2. Hold minimum of Bachelor or Associate degree.

### **5.1.1 Education Requirement - Drug Safety-Pharmacovigilance Associate (DSAT)**

If the student is interested in enrolling in [Drug Safety Associate Training \(DSAT\)](#) the following educational background is advised:

Recommended: A Bachelor or master's degree in medicine, Nursing (RN), Pharm D, Public Health, Pharmaceutical and Industrial Chemistry, Industrial Pharmacy, Industrial Chemistry

### **5.1.2 Education Requirement - Clinical Research Associate / Coordinator (CRAT)**

If the student is interested in enrolling in [Clinical Research Associate Training \(CRAT\)](#) the following educational background is advised:

Recommended: An Associate or bachelor's degree in medicine, Nursing, Pharmacy, Public health Biology, Biochemistry, Biomedical engineering, Biotechnology, Chemistry, Clinical Research, Public health, Pharmacology, or toxicology, Medical Device & Technology, Psychology, Sociology and Healthcare Administration.

### **5.1.3 Education Requirement - Clinical Research Data Management (CDMT)**

If the student is interested in enrolling in [Clinical Data Management Training \(CDMT\)](#) the following educational background is advised:

Recommended: An Associate or bachelor's degree in medicine, Nursing, Pharmacy, Public health Biology, Biochemistry, Biomedical engineering, Biotechnology, Chemistry, Clinical Research, Public health, Pharmacology, or toxicology, Medical Device & Technology, Psychology, Sociology and Healthcare Administration.

### **5.1.4 Education Requirement - Clinical Trials Management (CRPM)**

If the student is interested in enrolling in [Clinical Trials Management Training \(CRPM\)](#) the following educational background is advised:

Recommended: A Bachelor or master's degree in medicine, Nursing, Pharmacy, Public health Biology, Biochemistry, Biomedical engineering, Biotechnology, Chemistry, Clinical Research, Public health, Pharmacology, or toxicology, Medical Device & Technology, Psychology, Sociology and Healthcare Administration.



### **5.1.5 Education Requirement – Drug Safety-Pharmacovigilance Data Management (DSPM)**

If the student is interested in enrolling in Drug Safety- Pharmacovigilance Data Management Training (DSPM) the following educational background is advised:

Recommended: A Bachelor or master’s degree in medicine, Nursing (RN), Pharm D, Public Health, Pharmaceutical and Industrial Chemistry, Industrial Pharmacy, Industrial Chemistry

### **5.1.6 Education Requirement – Clinical Trial SAS Data Analysis and Reporting (CDAR)**

If the student is interested in enrolling in Clinical Trial SAS Data Analysis and Reporting Training (CDAR) the following educational background is advised:

Recommended: A Bachelor’s degree in Statistics, Biostatistics, Biotechnology, Economics, Clinical Research with IT, Computer Science, Engineering, or Applied Mathematics (Optional - SAS Certification). The student must have SAS 9.x software in their PC for practice and submissions.

The above recommendations about educational backgrounds are strongly advised but not limited to. In the circumstances where the candidate who applies for the training presents different educational background, the management will review student’s resume and will suggest alternative career paths.

## **5.2 Attendance Requirements**

- QPDC’s online courses are delivered via the Qtech LMS (Learning Management System), using internet connection and Microsoft Suite.
- The participation in WebEx sessions requires prior download of WebEx application. The invitation and instructions for WebEx / Online sessions (BIP Model) will be sent prior to the class. Speakers and microphone or a headset are required for the purpose of discussions and being able to talk with the instructor during the class.
- During the WebEx /Online sessions (BIP Model) the attendance will be taken by faculties.
- HR Department of Qtech-Sol will keep records of student’s attendance on file. Records will be available for the review per student’s request.

- Regarding WebEx / Online sessions (BIP Model), the Institute requires students to be in attendance for 100% percent of the training in order to guarantee the effectiveness of the program and maintain the appropriate learning curve.
- Absenteeism for the WebEx / Online sessions (BIP Model) may cause discrepancy of learning curve and failure of final exam.

### **5.3 Leave of Absence**

Students will be granted a leave of absence for WebEx / Online class Online sessions (BIP Model) upon request. The following guidelines must be adhered to:

1. The request for a leave of absence for WebEx / Online class Online sessions (BIP Model) must be submitted to the HR associate in writing or via email to [qpdc@qtech-solutions.ca](mailto:qpdc@qtech-solutions.ca)
2. The request must have the date that the student will begin the leave of absence and the expected date of return to WebEx / Online classes Online sessions (BIP Model) as well as the reason of absence.
3. HR department will direct the request to the program Director, who will consider the reason of student's leave of absence and schedule a "make up" WebEx / Online session Online sessions (BIP Model) with the next available batch.
4. On the occasion if there is no available spot in any upcoming batches, student will need to make up using recorded WebEx session (if available) or use the book binder material.
5. Leave of absence will be honored within the student's Enrollment Agreement contract and will not extend beyond the contract.

Note: Each individual situation will be handled privately. The Institute will make every effort to help students meet their educational goals. Leave of absences that extend beyond the original contract may be subject to additional tuition costs. Students should be prepared to make up WebEx / Online lessons Online sessions (BIP Model) missed prior to re-entry into the program.

### **5.4 Missed Lessons (WebEx / Online Classes)**

Hours lost due to missing WebEx / Online class Online sessions (BIP Model) will be recorded as absences. Students are responsible for making up class work and assignments. Missed WebEx / Online lessons must be made-up in order to follow effective learning curve.

## 5.5 Make-up Work

- In order for students/trainees to meet their educational goals they must follow instructions in all aspects of the program. WebEx / Online lessons missed due to absences or a leave of absence need to be made up.
- It is advised that the students/trainees make up missed WebEx / Online classes and assignments as soon as possible in order to continue effective learning path. Please refer to “Leave of Absence” for written request and procedure for “make up” WebEx / Online classes.
- Students should complete missed assignments which will always be available online. In case a student needs to clarify which assignments were covered during missed WebEx / Online session, he/she must communicate with the instructor or administrator to get missed assignments.
- Students who do not take advantage of the Institute’s make-up policy may be affected by discrepancy of learning curve. Sometimes students insist on waiting until the missed WebEx / Online lesson is offered in another batch. However, the student needs to be aware that this may change their completion date. The student will need permission from the Program Director for a change in completion date and may result in a contract amendment.

## 5.6 Tardiness

Developing good work ethics is an important part of the WebEx / Online training at Qtech-Sol. Students arriving late for WebEx / Online classes are interrupting the instructor and other students. Thus, it is strongly recommended to have online access and be prepared for WebEx / Online session at least 5 minutes before the start of the class.

The roster will be provided to the faculty, who will record student attendance in WebEx / Online session by date. It is the responsibility of the student to make up missed assignments.

## 6. Code of conduct

### 6.1 Introduction and purpose

All individuals enrolled and attended training programs of Qtech-Sol are expected to know and follow the Qtech-Sol Student Code of Conduct. The Student Code of Conduct is established to foster and protect the core missions of the Qtech-Sol as the private vocational Institute.

The core mission of Qtech-Sol is to provide the best-in-class job oriented career development Elearning training courses and programs in Clinical Research, Drug Safety-Pharmacovigilance, SAS Data management and Business analysis for students and institutional professionals requiring a skills refresh - or the development of new skills and experience for job entry, advancement, and placement.

The Qtech-Sol upholds a core set of values which include: (1) quality through continuous improvement, (2) continuous individual development, (3) teamwork and 'doing what's right'.

## **6.2 Code of conduct**

The following conduct is unacceptable and will not be tolerated:

1. All types of proven dishonesty, including cheating, plagiarism, knowingly furnishing false information to the institution, forgery and alteration or use of institution documents of identification with intent to defraud.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, public meetings and programs, or other Institute activities.
3. Failure to comply with directions of institutional officials acting in the performance of their duties.
4. Behaving without honestly and without integrity in the training course of Qtech.
5. Acting without care and diligence in the course material.
6. Disobey confidentiality of the given training material. In this case restrictions include but are not limited to sharing log in user ID with other participants or other individuals not attending the training program, and printing material that is restricted for download and secured for copyrights purposes.
7. Giving false or misleading information in response to a request for information that is made for admission purposes in connection with the training program.
8. Improper use of:
  - Inside information, or
  - The instructor's duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the employee or for any other person;
9. Disobey instructions and training rules, such as:

- Full attendance in WebEx / Online training sessions (BIP Model) necessary for students' success and to achieve the maximum possible benefits from their educational experience,
- Punctuality and following the deadlines. Trainees must be available online at scheduled time with the appropriate materials, ready to work at the designated time that the class session begins,
- Participation and responsibility. Training attendance is the responsibility of participants.

### **6.3 Fair and Respectful Treatment Policy**

Qtech-Sol is committed to ensuring that its learning environment promotes the respectful and fair treatment of all students. Although we are Online Training providers, while on Qtech Solutions Inc premises or during activities or events hosted by the Institute, following activities are prohibited:

#### **Bullying**

Bullying is a form of harassment and is when a person or group of people misuse power in a relationship to repeatedly and intentionally harm others. The outcome is the victim feels distressed, less powerful or helpless and there is a risk to their wellbeing.

Bullying can be overt (obvious) such as physical, verbal, or cyber harassment, or covert (hidden) such as social exclusion or intimidation. Examples of bullying behavior include: unfair and excessive criticism; excluding someone from a group (including online or in person); ignoring a person's point of view; constantly changing or setting unrealistic targets for a person; undervaluing the efforts of a person; intentionally and repeatedly hurting a person physically; stalking a person; taking advantage of any power over someone else.

Bullying is not mutual arguments, disagreements or dislikes.

Qtech-Sol. does not tolerate any form of harassment and students who believe they are subject to harassment should initially discuss their concerns with the perpetrator if appropriate and safe to do so or discuss their concerns with Institute staff. Students can also lodge a complaint.

It must be also highlighted that harassment is not legitimate comment or advice (including negative comment or feedback) from others, such as genuine assessment feedback. Institute staff at the Institute are responsible for undertaking assessment of students' work and making a judgement about their attained knowledge and competency in a subject. They are also expected to provide academic guidance and advice to students to complement their assessment and may have to instruct them about academic policy, processes and timeline provisions. In itself, the act – including repeated acts – of correcting students or pointing out inadequacies of performance does not constitute harassment or bullying in an educational environment.

Similarly, invoking unsatisfactory performance procedures or misconduct procedures, or applying student progress procedures, academic integrity procedures or assessment due dates do not in themselves constitute harassment or bullying of students.

### **Harassment**

Harassment is perceived or actual unwelcomed conduct that humiliates, offends, or intimidates people. Harassment is bullying conduct that is neither appropriate nor relevant to a situation. This includes words, as well as acts, pictures, and images that create a hostile or threatening atmosphere. Behaviors that can be considered harassment include: verbal abuse; offensive gestures; ignoring or segregating a person or group.

The effect of harassment is to make a person feel insulted, offended, intimidated and unable to perform a task effectively or, ultimately safely.

### **Sexual Harassment**

Sexual harassment is unwanted or unwelcome sexual behavior, whether verbal, physical or electronically communicated which makes a person feel offended, humiliated or intimidated. Behaviors that can be considered sexual harassment include: staring or leering; unnecessary familiarity, such as deliberately brushing up against a person or unwelcome touching; suggestive comments or jokes; insults or taunts of a sexual nature; intrusive questions or statements about a student's personal life; displaying screen savers of a sexual nature; sending sexually explicit emails or text messages; inappropriate advances on social networking sites; accessing sexually explicit internet sites; requests for sex or repeated unwanted requests to go out on dates; behavior that may also be considered to be an offence under criminal law, such as physical assault, indecent exposure, sexual assault, stalking or obscene communications.

Sexual harassment is not interaction, flirtation or friendship which is mutual or consensual. It is not mutual attraction or friendship.

### **Discrimination**

Discrimination in student education occurs when a student is denied a benefit, or the equal opportunity outlined above, or treated less favorably than another student, on the grounds of a personal characteristic or attributes (e.g. race, gender, religion, disability etc.).

Discrimination can be either direct or indirect. Direct discrimination occurs when unlawful distinctions are made between individual students and student groups based on any of the discriminatory grounds. Indirect discrimination occurs when a seemingly harmless policy, rule or practice has a discriminatory effect on an individual student or student group.

The following discriminatory grounds: age; breastfeeding; career status; family responsibilities; impairment/disability (past, present or future); industrial activity; lawful political belief or activity; lawful religious belief or activity; lawful sexual activity; marital status; parental status; physical features; pregnancy or potential pregnancy; race, color, nationality, ethnic or national origin; sex; personal association with a person identified by reference to one of the above attributes.

### **Equal Opportunity**

Equal opportunity in student education is a principle of non-discrimination which emphasizes that opportunities in education should be freely and equally available to all students irrespective of their personal characteristics or attributes which are unrelated to their ability, performance, knowledge, skill or competence (e.g. race, gender, religion, disability etc.).

### **Responsibility**

It is the Institute's responsibility to ensure that unlawful discrimination and harassment does not occur. If it does occur, the allegation will be investigated in a sympathetic, fair, confidential and in a timely manner according to the Respectful and Fair Treatment of Students Complaint Procedure.

If a student informs the Institute of allegations of harassment or discrimination that involves persons who are not staff members or students of the Institute, the Institute will consider the appropriateness of the Institute's intervening or assisting. The decision to intervene or assist will be made by Manager.

The Institute will take all reasonable steps ensure there is no retaliation towards students who have voiced a discrimination or harassment complaint.

All staff have a role and obligation to take reasonable steps to ensure that the educational environment at the Institute is free from discrimination and harassment for students. All staff at the Institute have a responsibility to take appropriate action if concerns about discrimination and harassment are brought to their attention by a student or are personally witnessed.

Staff must ensure they do not engage in discriminatory or harassing behavior towards students themselves and there can be no retaliation against anyone for making a discrimination or harassment complaint. Any staff member found to be engaging in such behavior may be subject to consequential disciplinary action both by the Institute and through legal avenues (cost to be adhered by the staff in question).

### **Students**

The Institute requires all students to behave responsibly by complying with this policy and to report unacceptable behavior to staff.

All students must ensure they do not engage in discriminatory or harassing behavior towards other students or staff members and may be subject to consequential disciplinary action both by the Institute and legal avenues.

**If under any circumstances, a prohibited activity occurs, the following outlines the process for addressing the activity:**

The Manager meets with the accused student to discuss the issue. Based on the meeting any of the following may be done:

- The Institute closes the file and informs all parties involved if it decides that the student did not commit the prohibited act. OR
- The Institute may let the student continue classes pending further investigation. OR
- The student may be given a written warning regarding the conduct. OR
- The student can face immediate suspension or expulsion

## 6.4 Sexual Misconduct Policy

### I. General Policy Statement

Qtech-Sol is committed to promoting and maintaining a safe and respectful environment as Private Career Institute. The Institute will not tolerate sexual harassment, sexual violence, domestic violence, dating violence, or stalking (collectively “Sexual Misconduct”) regardless of the sex or marital status of the parties involved. This policy prohibits Sexual Misconduct perpetrated by or against Institute employees (including all faculty, staff, administrative employees, and student employees), Institute students, visitors to the Institute (such as independent contractors, vendors, visiting lecturers, camp participants, and visiting students), and other participants in Institute programs and activities on premises and in off-premises areas controlled by the Institute.

This policy establishes a process whereby an individual who believes he or she has been subjected to Sexual Misconduct (“Complainant”) may report to the Institute. The Institute will take prompt and appropriate steps to stop Sexual Misconduct, prevent its recurrence, and address its effects by

- educating members at the premises about this policy and applicable laws;
- promptly addressing and resolving reports of Sexual Misconduct in accordance with this policy;
- protecting the rights of all parties involved in a complaint;
- providing support and assistance to the parties involved in a report of Sexual Misconduct; and
- imposing appropriate discipline against those who have engaged in Sexual Misconduct.



Any person who violates this policy may be subject to discipline up to and including termination of employment, suspension, dismissal, and a ban from premises, depending on the circumstances and the severity of the violation and the violator's status as an employee, student, or visitor.

## **II. Prohibited Conduct**

Sexual Misconduct includes a range of unwelcome and unwanted sexual conduct, including verbal and physical sexual harassment, sexual assault, and other forms of sexual violence, each of which is a form of prohibited sex discrimination. Domestic violence, dating violence, and stalking are also considered Sexual Misconduct under this policy.

### **A. Consent**

Consent is a voluntary agreement to engage in sexual activity and is determined by all the relevant facts and circumstances. Consent cannot be given by someone who lacks capacity to consent (e.g., because of age, disability, unconsciousness, or use of drugs or alcohol). Consent is invalid where it is given under coercion, force, or threats.

### **B. Sexual Harassment**

Sexual harassment is unwelcome and unwanted conduct of a sexual nature, whether verbal, nonverbal, or physical, and can include unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature. Conduct is unwelcome and unwanted if the individual toward whom it is directed did not request or invite it and regarded the conduct as undesirable or offensive. A wide variety of sexual conduct may constitute sexual harassment, including, but not limited to, the following:

- Sexually suggestive or sexually offensive joking, flirting, or comments
- Unwelcome and intentional touching
- Sexually oriented verbal abuse or threats
- Sexually oriented comments about an individual's body
- Displaying objects or pictures that are sexual in nature
- Sending sexually explicit or offensive communications (e.g., text messages, emails, social media messages or posts)
- Sexual exploitation
- Voyeurism

Quid pro quo sexual harassment – when submission to or rejection of the unwelcome sexual conduct is used as a basis for employment decisions affecting an employee, or when a teacher or other employee conditions an educational decision or benefit on a student's submission to unwelcome sexual conduct.

Hostile environment sexual harassment – when the unwelcome and unwanted sexual conduct is so severe or pervasive that it alters the conditions of an employee's employment and creates a hostile, intimidating, or

abusive working or educational environment or it denies or limits a student's or employee's ability to participate in or benefit from the Institute's programs or activities.

To avoid the possibility or appearance of quid pro quo sexual harassment, employees and students should avoid dating, romantic, or amorous relationships where a power differential exists. Examples of such relationships include, but are not limited to, a professor or teaching assistant involved in a relationship with his or her student, or a supervisor involved in a relationship with a subordinate employee. If such a relationship exists and both parties want to continue the relationship, the supervisor(s) of both parties must be informed of the relationship, must document the disclosure of the relationship, and must confirm with each of the parties independently that the relationship is voluntary and not unwelcome to either party. However, as a general rule, dating, romantic, or amorous relationships should not be entered into or continued while one individual in the relationship has the power to either reward or penalize the other in work or in Institute.

### **III. Reporting Incidents**

#### **Duty of Report**

Most Institute employees have a duty under this policy to report Sexual Misconduct, and everyone is encouraged to voluntarily report incidents of Sexual Misconduct to the Institute Administrator.

#### **1. Responsible Employees**

A dean, director, department chair, professor, coach, or any other Institute employee in a teaching, managerial, or supervisory role ("Responsible Employee") who, while in that role, becomes aware of or reasonably suspects any incidents of Sexual Misconduct must promptly report all relevant information to the Institute Administrator. A Responsible Employee who receives a report of Sexual Misconduct should inform the reporting individual that the employee must report the incident, and the employee should then promptly make the report to the Institute Administrator. Responsible Employees with information regarding an incident of Sexual Misconduct who fail to report relevant information or to cooperate in an investigation may be subject to disciplinary action.

Responsible Employees who receive the information as part of a confidential communication in the context of a professional or otherwise privileged relationship (e.g., the Responsible Employee was the reporting person's physician, therapist, lawyer, ecclesiastical leader, or spouse) do not have a reporting obligation. Note that this exception to mandatory reporting for these privileged communications is different from the confidentiality given to Institute-designated confidential sources of support, described below.

#### **2. Timing**

Reports of Sexual Misconduct should be made to the Institute Administrator as soon as possible. If Sexual Misconduct occurred more than four years before the report is made, the Institute may decline to investigate the report. However, counseling, advocacy, and support are available to Complainants regardless of when they make a report.

### **3. Confidential Sources of Support**

Many victims of Sexual Misconduct experience stress and may find it helpful to talk in a supportive, confidential context. The Institute provides confidential on-premises resources where someone may discuss the situation even if he or she is not sure about reporting the incident to the Institute Administrator or law enforcement.

### **IV. Complaint Resolution Procedures**

The following procedures are designed to provide for the prompt and equitable investigation and resolution of allegations of Sexual Misconduct perpetrated by or against Institute employees, students, or premises visitors. Additionally, these procedures will be conducted by officials who do not have a conflict of interest or bias for or against the parties and who receive annual training on the issues related to sexual harassment, domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation that protects the safety of the parties involved and promotes accountability.

#### **A. Informal Resolution**

Whenever it is reasonably possible and safe to do so, and all parties voluntarily agree, a Complainant and the person alleged to be responsible for the misconduct (“Respondent”) may attempt to resolve the issue privately. After a complaint has been opened for investigation, informal resolution may occur only after all parties have received a full disclosure of the allegations and their options for formal resolution. The goal of informal resolution is to conclude the matter to the satisfaction of both parties quickly and confidentially. Either party may enlist the assistance of the Institute Administrator or a deputy Institute Administrator in this effort. If satisfactory resolution is not reached after such informal efforts, the Complainant or Respondent may forgo the informal resolution process or discontinue it at any time and address the concern using the formal resolution process described below. Additionally, if the Institute Administrator believes informal resolution is not appropriate or is potentially unsafe, he or she may require formal resolution.

#### **B. Formal Resolution**

A formal resolution process may be initiated by submitting a Report to the Institute Administrator. Anyone can submit a Report under this policy; however, the submission of such a Report does not prevent the Complainant from subsequently pursuing informal resolution with the Respondent in appropriate circumstances.

##### **1. Preliminary Assessment**

Upon receiving a Report, the Institute Administrator will promptly perform a preliminary assessment based on the allegations to determine whether the Report reasonably alleges violations of the Sexual Misconduct Policy. If the Report contains allegations for which the Office has authority, the Institute Administrator will seek the Complainant’s consent to conduct an investigation. Note that if the Complainant asks the Institute not to pursue an investigation, the Institute may not be able to honor this request if doing so would prevent the Institute from meeting its obligations and responsibilities as indicated throughout this policy. If the Report

does not contain allegations of Sexual Misconduct for which the Office has authority, the Institute Administrator will inform the Complainant that no investigation of the Report will be conducted.

## **2. Selection of the Investigator**

If a preliminary assessment warrants an investigation, the Institute Administrator will select a qualified employee to promptly investigate the allegations in the Report (“Investigator”). Generally, a deputy Institute Administrator will serve as the Investigator. The Institute Administrator will consider conflicts of interest, time constraints, and other relevant factors in selecting an Investigator.

The Complainant and the Respondent may each raise issues regarding bias or a potential conflict of interest of Investigators or others involved in the resolution process by contacting the Institute Administrator.

## **3. Confidentiality**

Given the sensitive nature of Sexual Misconduct allegations and the potential for damage to the parties’ personal reputations, all Reports will be investigated as confidentially as is reasonably possible. All participants in the investigation—including the Complainant, the Respondent, the Investigator, and individuals interviewed by the Investigator—should keep the allegations and proceedings confidential and should provide information only to those Institute and governmental employees who are authorized to investigate the Report or who otherwise have a legitimate need to know. Records kept by the Institute relating to Sexual Misconduct allegations are not publicly available, but in the event that the Institute is required to make any records publicly available, any identifying information about the parties will be redacted, to the extent permissible by law, to protect the parties’ confidentiality. Federal law requires the Institute to publicly disclose statistics about reported incidents of sexual assault, domestic violence, dating violence, and stalking; however, no individual information is maintained or published for purposes of federal reporting.

Notwithstanding the foregoing confidentiality provisions, Complainants and any witnesses who participate in an investigation of Sexual Misconduct should be advised that their confidentiality will be preserved only to the extent it does not interfere with the Institute’s ability to investigate the Report and take corrective action, and that if the investigation results in court action the Institute may be legally required to disclose any information it has received.

If a Complainant requests that his or her identity be kept confidential or asks the Institute not to pursue an investigation, the Complainant should be notified that (a) the Institute’s ability to investigate and respond to the Report may be limited by such a request, and (b) under some circumstances the Institute may not be able to honor such a request. The Institute will take all reasonable steps to investigate and respond to a Report consistent with the Complainant’s request for confidentiality. However, without conducting a full investigation or disclosing the full nature of the Report (including its source) to the Respondent, the Institute may be unable to impose any discipline, and its corrective actions might be limited to informing the Respondent that allegations of discriminatory behavior have been made against him or her, preserving a record of the discrimination allegation in the Respondent’s employment or student disciplinary file, and

pursuing other steps to limit the effects of the alleged Sexual Misconduct and prevent its recurrence, such as training or surveys in the affected area or department.

The Investigator will consider the following factors in determining whether to disclose the identity of a Complainant or pursue an investigation contrary to the Complainant's request:

- The seriousness of the alleged Sexual Misconduct
- The age or maturity of the Complainant
- The existence of any previous accusations against the alleged violator
- The existence of independent evidence to substantiate the allegations
- In the case of accusations against a student, the rights of the student under the Access to Student Records Policy and Procedures and corresponding federal and state privacy laws or laws mandating disclosure

If the Investigator determines he or she cannot honor a Complainant's request for confidentiality or a Complainant's request to forgo an investigation, the Investigator will inform the Complainant prior to commencing or continuing with an investigation.

#### **4. Investigation**

An investigation should be prompt and equitable. The Institute will, in good faith, attempt to conclude the investigation and resolution within sixty calendar days of the Institute Administrator receiving a Report. If, as a result of the complexity of a case, unavailability of witnesses, or other extenuating facts and circumstances, the investigation cannot reasonably be concluded within the sixty-day period, the Complainant and the Respondent will be provided with written notice of the delay and the reason for the delay.

#### **5. Investigation Finding(s)**

No later than seven calendar days prior to the conclusion of an investigation, the Investigator will inform the parties that the investigation is concluding and ask them to submit any final information not already included in the investigation. The parties will then have three business days to submit additional information.

At the conclusion of the investigation, the Investigator will make findings as to the allegations in the Allegation Sheet and will determine, based on the preponderance of the evidence (i.e., whether it is more likely than not), whether the Respondent has engaged in Sexual Misconduct. The Investigator will provide a written report of the findings of the investigation ("Investigatory Report") to the Institute Administrator for review. The Investigatory Report will not contain any proposed sanctions. Sanctions will be considered separately, as set forth in Section IV.B.13 below.

The Institute Administrator will promptly and simultaneously send a copy of the Investigatory Report to the Complainant and the Respondent to their email and residential addresses on file with the Institute. The Investigatory Report will include a notice of appeal rights and procedures.

#### **6. Appeal of Investigation Finding(s)**

Either party may appeal the findings in an Investigatory Report (“Factual Findings Appeal”). If no appeal is filed within the time outlined below, the Investigatory Report becomes final, and its findings and conclusions may not be appealed by either party.

The Factual Findings Appeal should

- be made within ten business days of delivery of the Investigatory Report;
- be in writing, limited to five pages;
- identify which of the grounds, listed below, is the basis for the appeal; and
- be sent to the Institute Administrator.

## **7. Resolution and Disciplinary Sanctions**

### Student Respondents

If a final Investigatory Report or Decision on Factual Findings Appeal determines that a student Respondent has violated the Sexual Misconduct Policy, the Institute Administrator will provide a copy of the Allegation Sheet, Response, Investigatory Report, Decision on Factual Findings Appeal (if any), and other relevant evidence contained in the file to the Institute’s Honor Code Office.

### All Respondents

If a final Investigatory Report or Decision on Factual Finding Appeal determines that a Respondent has violated the Sexual Misconduct Policy, the Institute Administrator will convene the Disciplinary Committee within twenty-one calendar days, or as soon as is reasonably possible. The Disciplinary Committee will determine, by majority vote, the appropriate resolution of the Sexual Misconduct, including the imposition of any disciplinary sanctions as provided in the applicable disciplinary policy; however, if there is a conflict between this policy and another Institute disciplinary policy, this policy governs.

## **8. Voluntary Withdrawal or Resignation**

If a student voluntarily withdraws or an employee resigns from the Institute prior to the investigation being completed or sanctions and resolutions being determined, the Institute may nevertheless determine at its discretion to proceed with an investigation of the allegations to establish appropriate conditions for permitting the student to return to the Institute or for rehiring the employee, and to make appropriate notations on the student’s official Institute records or the employee’s employment records regarding his or her status at the Institute. The Institute may also place a hold on a student’s registration, re-admission, and graduation or on any re-hiring of an employee pending an investigation and resolution of the allegations.

## **V. Training**

The Institute will seek to make all employees and students familiar with the contents of this policy. All administrators, deans, chairs, directors, managers, and supervisors are responsible to ensure that employees

within their areas of stewardship are properly trained on their obligations under this policy and applicable laws.

The Institute Administrator will develop and oversee training and education programs to promote the awareness of domestic violence, dating violence, sexual assault, stalking, sexual harassment, and sexual violence, including rape. Deputy Institute Administrators may assist in fulfilling that responsibility. All training sessions and participants should be documented, and those records should be provided to the Institute Administrator.

## **7. Conditions for Dismissal**

Students may be dismissed from the Institute for the following reasons:

1. Not adhering to the Institute's rules, regulations, policies and code of conduct, in particular:
  - Breaching of intellectual property and copyright laws
  - Unreasonable using insults, gestures, or abusive words directed to the instructors or management representatives during WebEx / Online sessions
  - Distributing course material to other individuals
  - Sharing course material for financial gain
2. Missing WebEx / Online session classes (BIP Model)
3. Not meeting financial responsibilities to the Institute

The Institute director will notify the student in writing or via email should it become necessary to dismiss the student, followed by informing the department and student by email. The dismissal letter will contain the date and the reason for dismissal.

## **8. Re-entry Policy**

Students that have been dismissed from the Institute and are requesting re-entry must put the request in writing to the Program Director.

In cases where the student was dismissed for excessive absences or financial concerns it may not be possible to re-enter within the same course batch. However students can request for alternative available schedule for cover up classes in another batch.

In cases where the student was dismissed due to unacceptable conduct the student may have to meet with Executive Review Panel before re-entering the Institute. The Executive Review Panel consists of the Program Director and General Manager. The decision of the Executive Review Panel is final and the student will receive a letter within five business days from the Program Director stating the decision of the panel.

### **9. Credit for Previous Training**

There is no credit and no Certificate of Completion given for previously completed training.

### **10. Student Complaint/Appeal Process**

- Students who have a complaint or who would like to appeal a dismissal must request in writing an appointment for an interview with the Program Director. The written request should include the following information:
  1. Student's full name, as per identity document submitted and current address
  2. A statement of the concern including dates, times, instructors, and if applicable, other students involved
  3. Date of complaint letter and signature of the student
  4. Three dates in which the student would be available for a meeting with the Program Director. These dates should be within 10 business days of the complaint.
- The Program Director will notify the student in writing of the appointment date in which the concerns or appeal will be addressed. Every effort will be made to bring an amicable closure to the concern. Should it be necessary, a panel of instructors will hear the concerns and will be asked to assist in bringing a resolution to concerns and/or appeals.
- The student will be notified in writing within five business days of the outcome of the meetings. The decision of the Program Director is final.



- Should the contract be cancelled by either the student or the Institute, the date on the complaint letter will be used as the date to calculate any refund in accordance with the Institute's refund policy (see: section "Refund Policy").

## 11. Grading System

The New Q-LMS (Qtech Learning Management System) is designed to provide lesson learnings with multiple check-points for ease of control and smooth delivery . The learning deliveries provided for each lesson are:

- Presentation with Voice-Over (Narrative Explanation)
- Lesson Reading material as Chapters
- Quiz for Practice (15 Objective Questions)
- Quiz for Test (10 Objective Questions)
- Short based Questions - 3 per lesson
- Related Exercises as Case Scenarios

The Student must attend the WebEx / Online sessions (BIP Model), read through the presentations, lesson material and attempt the Practice Quiz and Quiz Test. Students must complete all Quiz Tests, Short Based Questions and related exercises. The Exercises submitted are reviewed and feedback is provided via email. The Quiz tests are evaluated as part of the Grading process.

At the end of the training, a trainee is obligated to take a final exam that is strictly related to the course material that was studied during the training program. One point is given per correct answer.

The Quiz Tests and Final exam, test the knowledge and understanding of all material covered during the training. An Aggregate score between all Quiz Tests and Final Exam is taken into consideration. A minimum of 75% Aggregate score is required for issuance of final certificate score and transcript.

The final score obtained is indicated in the Certificate of Completion with the "Pass" grade. Students who delivered 74% score or lower will receive "Fail" grade on the Certificate of Completion. In this case the second attempt exam will be provided upon the student's request.

### 11.1 Minimum grade requirements

Minimum score of 75% is required to achieve a Certificate of Completion.

GRADE	SCORE RECEIVED	STATUS
PASS	75% - 100%	COMPLETE
FAIL	0% - 74%	INCOMPLETE

## 11.2 Incomplete Grades

Incomplete grades are given when a student is unable to complete a course because of illness or other serious problems. An incomplete grade may also be given when through negligence or procrastination students fail to turn in work or take examinations. A student who misses a final examination must contact the Program Director within seven (7) business days of the examination to arrange for a make-up examination. If the student does not make arrangement to take missed examinations then a failure grade will be given.

## 11.3 Exam Failure

### First Attempt Exam

A score of 74% and lower at the first attempt requires repeating the exam. On the occasion when the trainee does not satisfy the minimum grading requirement and obtains 74% or less, the second exam attempt is given within 10 business days after the first exam. Upon the trainee's request, the free extended online access to the material is also given for a duration of 10 business days. It is the trainee's responsibility to contact the HR administrator at [hqs@qtech-solutions.com](mailto:hqs@qtech-solutions.com) about the willingness of writing a second attempt exam and a request for extended online access.

### Second Attempt Exam

A score of 74% and lower at the second attempt results in:

- ✓ receiving "Fail" grade on the final Certificate of Completion, or
- ✓ in case of important reason – a trainee has a right to further communication with Program Director. In this situation a trainee must submit a written letter to the Program Director within 3 business days from the date of second attempt exam requesting a meeting and stating the rational reason of his/her failure. Program Director will review the trainee's performance and if applicable will recommend additional training. Additional costs may apply. The final decision is given by the Program Director within 5 business days. All such scenarios will be dealt with on a case to case basis upon request from the student.

## 12. Probation for Failed First Attempt Exam

Students who fail the first attempt exam will need to enter a probation period which is the period between first and second attempt exam. The probation period lasts 10 days. During a probation period it is the trainee's responsibility to contact the course administrator about the willingness of writing a second attempt exam and a request for extended online access. The second exam attempt is given within 10 business days of the first exam. Upon the trainee's request, the extended free online access to

the material is also given for a duration of 10 calendar days. Students unable to obtain a minimum score of 75% at the second attempt exam will receive a “Fail” grade and stated as Incomplete.

### 13. Student Evaluation Techniques

During the online training program, students are assigned to a number of practical projects. The homework material includes but is not limited to:

- Chapter quizzes and Final Exam
- Practical exercises

Students must answer all quizzes and practical exercises for accurate student evaluation purposes.

For *quiz evaluation*, every assignment is graded by percentage score. The average of all scores along with score of the final exam is counted toward final grade as indicated on the Certificate of Completion.

The *practice evaluation* is completed by faculty after online and WebEx / Online sessions. In this case every assignment is graded based on the following grading:

Grade A: Excellent/Highly Efficient

Grade B: Good/Thorough Understanding

Grade C: Average

Grade D: Poor

Grade F: Fail

The main objective of practical exercises is to provide practical real time documentation and scenarios to the students and professionals and prepare them for possible job opportunities enabling them to meet the competition.

Practice evaluation is to be conducted based on *hypothetical solutions templates* prepared by our highly qualified professionals for each exercise. The hypothetical solutions given do not exclude multiple other solutions that can be applied for the exercises. The exercise evaluation by grade is determined by best possible solution given. Students may consult with faculties any other solutions.

The practice evaluation does not influence the final grade, but provides information to the faculty about the student progress. Thus, the grade and the faculty feedback will be kept for the Institute and record purposes. Practice evaluation may be subject to additional review and consideration, in case the student fails the second attempt exam.

### 14. Withdrawal From Institute

Students must fill out a withdrawal notification and submit it to the Institute director. This document must contain the student’s name, Identification document and date of withdrawal. All financial

obligations on the part of the Institute and the student will be calculated using the official withdrawal date. It is the student's responsibility to withdraw officially from the Institute. Failure to withdraw formally may result in failing grades, breach of contract, dismissal, and additional financial obligations.

### **15. Student Records**

Student records will be maintained by the Institute until the it closes. Upon the final exam, students will be given a copy of their records per their request.

The records that the Institute will maintain are as follows:

1. WebEx / Online class attendance records (BIP Model)
2. Financial records
3. The Enrollment Agreement / Registration Form and Credentials.
4. Records of meetings, appeals, requests, etc. (if applicable)
5. A copy of the Certificate of Completion

Student records are maintained by the Institute HR Department in the student folder and are available for review by the student at any time. Students are encouraged to submit updates to their records, such as address changes, change of name, etc. All records are private and are handled with confidentiality.

After the final exam, the Certificate of Completion is sent via email to the student. Per request, the hard copy will be mailed to students within CANADA.

In case a student needs a duplicate hard copy of the certificate, the student should contact HR department and fill out the Certificate Duplicate Requisition Form. The additional FedEx charges apply for sending certificate duplicates - \$35 CAD (for CANADA delivery) and \$125 CAD (outside of CANADA delivery).

### **16. Grants, Student Loans and Scholarships**

Qtech-Sol does not award grants or loans. However scholarships on tuition is offered upon application and approval. Student must submit their resume for evaluation, decision of Program Director is final on any discounts offered on tuition.

### **17. Credit Disclaimer Statement**

Qtech-Sol does not offer college/academic credit courses. QPDC is planning in the near future to have our courses accredited for credits as we grow.

## 18. Facilities

Qtech Solutions Inc has its corporate office in United States (At New Jersey)

### CANADA (Ontario)

**QTECH SOLUTIONS INC.  
4 Robert Speck Parkway, Suite 1500  
Mississauga, ON L4Z 1S1 Canada**

The professional course content preparation and technical support is located in both U.S.A. and CANADA locations. The software development center is situated in India location.

Our office in Mississauga Ontario is placed on the 15<sup>th</sup> floor of the building, with shared occupy rooms and includes training rooms, copy room, lunch room, reception, Director and Staff rooms. Outside there's ample parking at the parking lot, available for use. Has clear fire exits and separate restrooms for gender. Elevator to reach the office at 15<sup>th</sup> Floor.

## 19. Programs Offered – Tuition and Additional Costs (BIP and PIP Models)

Qtech-Sol (QPDC) offers JOB and TITLE based Career Advancement training programs to Masters, Bachelors, Associate / Undergraduate students and working professionals. We primarily focus towards Pharmaceutical and Healthcare Industry. The programs we have designed are not curriculum based, but instead focus on the role performed at industry, imparting student real time expertise required to build career in similar pathways.

### 19.1 Clinical Trials Management (CRPM) – BIP Model

FEATURES: The program offers 24/7 online access to course material for duration of 120 days (475 Hours), faculty class WebEx / Online sessions (depending on delivery model) , student query interactive session, final exam, and optional job preparation and support (Post Training Assistance).

DESCRIPTION: Clinical Trials Management Training is offered in offered as Blended Internet Program (BIP) with WebEx / Online sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

Program Content Details listing the lessons offered and upcoming session schedule is made available to student upon inquiry.

Clinical Trials Management (CRPM) BIP Model (WebEx / Online Classes)	Fees (CAD \$)
Base Tuition fee	4150.00
Admission fee (Non-Refundable)	65.50
Course Material Book Binder (Shipped within 3 Business days)	229.25
Test (Exam Fees) - 2 Attempts	229.25
Post Training Assistance (PTA)	294.75
<b>Total fee per course</b>	<b>4,968.75</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided within 3 business days after activation of Online Material access (BIP Model)

## 19.2 Drug Safety-Pharmacovigilance Data Management (DSPM) - BIP Model

FEATURES: The program offers 24/7 online access to course material for duration of 105 days (450 Hours), faculty class WebEx / Online sessions (depending on delivery model) , student query interactive session, final exam, and optional job preparation and support (Post Training Assistance).

DESCRIPTION: Drug Safety-Pharmacovigilance Data Management Training is offered as Blended Internet Program (BIP) with WebEx / Online sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

Program Content Details listing the lessons offered and upcoming session schedule is made available to student upon inquiry.

Drug Safety-Pharmacovigilance Data Management (DSPM) BIP Model (WebEx / Online Classes)	Fees (CAD \$)
Base Tuition fee	4150.00
Admission fee (Non-Refundable)	65.50
Course Material Book Binder (Shipped within 3 Business days)	229.25
Test (Exam Fees) - 2 Attempts	229.25

Post Training Assistance (PTA)	294.75
<b>Total fee per course</b>	<b>4,968.75</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided within 3 business days after activation of Online Material access (BIP Model)

### 19.3 Clinical Trial SAS Data Analysis and Reporting (CDAR) - BIP Model

**FEATURES:** The program offers 24/7 online access to course material for duration of 150 days (575 Hours), faculty class WebEx / Online sessions (depending on delivery model) , student query interactive session, final exam, and optional job preparation and support (Post Training Assistance).

**DESCRIPTION:** Clinical Trial SAS Data Analysis and Reporting Training is offered as Blended Internet Program (BIP) with WebEx / Online sessions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements. SAS Software is required to complete this program successfully.  
**Program Content Details listing the lessons offered and upcoming session schedule is made available to student upon inquiry.**

Clinical Trial SAS Data Analysis and Reporting (CDAR) BIP Model (Self-Paced Online)	Fees (CAD \$)
Base Tuition fee	3,805.55
Admission fee (Non-Refundable)	65.50
Course Material Book Binder (Shipped within 3 Business days)	229.25
Test (Exam Fees) - 2 Attempts	229.25
Post Training Assistance (PTA)	294.75
<b>Total fee per course</b>	<b>4,624.30</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. Book Binder is provided within 3 business days after activation of Online Material access (BIP Model)

#### 19.4 Clinical Research Associate / Coordinator (CRAT) - PIP Model

**FEATURES:** The program offers 24/7 online access to course material for duration of 60 days (200 Hours), faculty class WebEx / Online sessions (depending on delivery model) , student query interactive session, final exam, and optional job preparation and support (Post Training Assistance).

**DESCRIPTION:** Clinical Research Associate Training is offered in offered as Pure Internet Program (PIP) as Self-Paced Online, with email support and solutions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

**Program Content Details listing the lessons offered and upcoming session schedule is made available to student upon inquiry.**

Clinical Research Associate (CRAT) PIP Model (Self-Paced Online)	Fees (CAN \$)
Base Tuition fee	1,367.64
Admission fee (Non-Refundable)	65.50
Course Material E-Book (PDF Copy)	102.25
Test (Exam Fees) - 2 Attempts	229.25
Post Training Assistance (PTA)	294.75
<b>Total fee per course</b>	<b>2,059.39</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. E-Book as PDF document is provided within 1 business days after activation of Self-Paced Online Material access (PIP Model).

#### 19.5 Drug Safety-Pharmacovigilance Associate (DSAT) - PIP Model

**FEATURES:** The program offers 24/7 online access to course material for duration of 45 days (175 Hours), faculty class WebEx / Online sessions (depending on delivery model) , student query interactive session, final exam, and optional job preparation and support (Post Training Assistance).

**DESCRIPTION:** Drug Safety-Pharmacovigilance Associate Training is as Pure Internet Program (PIP) as Self-Paced Online, with email support and solutions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material,



quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

**Program Content Details listing the lessons offered and upcoming session schedule is made available to student upon inquiry.**

<b>Drug Safety Associate (DSAT) PIP Model (Self-Paced Online)</b>	<b>Fees (CAD \$)</b>
Base Tuition fee	1,367.64
Admission fee (Non-Refundable)	65.50
Course Material E-Book (PDF Copy)	102.25
Test (Exam Fees) - 2 Attempts	229.25
Post Training Assistance (PTA)	294.75
<b>Total fee per course</b>	<b>2,059.39</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. E-Book as PDF document is provided within 1 business days after activation of Self-Paced Online Material access (PIP Model).

#### **19.6 Clinical Research Data Management (CDMT) - PIP Model**

FEATURES: The program offers 24/7 online access to course material for duration of 45 days (475 Hours), faculty class WebEx / Online sessions (depending on delivery model) , student query interactive session, final exam, and optional job preparation and support (Post Training Assistance).

DESCRIPTION: Clinical Research Associate-In House Training is offered in offered as Pure Internet Program (PIP) as Self-Paced Online, with email support and solutions. Students are provided online access to the material using its custom built LMS packed with power point presentations with voice, course material, quizzes, case scenarios exercises, and final exam. The course is designed to provide real time experience to candidates in order to meet industry requirements.

**Program Content Details listing the lessons offered and upcoming session schedule is made available to student upon inquiry.**

<b>Clinical Data Management (CDMT) PIP Model (Self-Paced Online)</b>	<b>Fees (CAD \$)</b>
Base Tuition fee	1,367.64
Admission fee (Non-Refundable)	65.50

Course Material E-Book (PDF Copy)	102.25
Test (Exam Fees) - 2 Attempts	229.25
Post Training Assistance (PTA)	294.75
<b>Total fee per course</b>	<b>2,059.39</b>

The admission fee is non refundable. Students will need to meet all financial responsibilities before a Certificate of Completion is issued. E-Book as PDF document is provided within 1 business days after activation of Self-Paced Online Material access (PIP Model).

## 20. Reimbursement Scale - % Fee retained upon withdrawal from program.

The right to reimbursement would occur based on following indicated below.

- Qtech offers distance learning programs as Pure Internet Program (SIP) - Self-Paced AND Blended Internet Program (BIP) with online classes. The Calculation is made based on Net Hours and % of completion by each lesson.
- Net Fees retained by Qtech includes, sum of “% of Eligible Retained Tuition” + “Admission Fee” + “Book Binder Cost (If material is shipped prior to withdrawal notice)”.

Circumstance	Reimbursement
A student is enrolled in an approved program Without having met the admission requirements and Without having misrepresented his/her knowledge and skills while applying	100% Tuition Refund and a refund of all fees
<b>Student withdraws or is dismissed from a distance-education-only program</b>	
When the student has received an evaluation for completing upto 30% of the program	Institution will retain upto 50% of the Tuition
When the student has received an evaluation for completing 30 to 60% of the program	Institution will retain upto 70% of the Tuition
When the student has received an evaluation for completing above 60% of the program	Institution will retain upto 100% of the Tuition. Student will be allowed for readmission to complete the program in next session (Must apply for readmission)

## 21. Post Training Assistance

Additional 20 hours / 2 Weeks of post training support is provided to students as an option. Those 20 additional hours do not influence reimbursement scale.

Post training support include:

- ✓ Resume writing
- ✓ Interview tips as guidelines
- ✓ Narrative preparation
- ✓ 2 Mock interview

Finding Jobs Criterion depends on various factors, few of them are :

- Candidate – Active Vs Passive Job Seekers.
- Location Preference – Local Vs Open for relocation.
- Salary Expected – Current Vs Next.
- Skill – Fresh Vs Experienced.
- Job Title – Entry - Mid – Senior roles.
- Type of Job – Contract Vs Full-time.
- Work – Onsite Vs remote.

### **PTA Program and Process Steps**

The Student will closely be working with Qtech-Sol professional for next 2 Weeks after program certification, to ensure the candidate is prepared and ready for Interviewing. During this program, the first step is to get your resume aligned to roles and duties performed. Aligning the learnings gained to meet job market on resume. The Narrative writing process will allow you to better explain details of the resume during interviews and to position yourself to open positions applied. Take a mock session to test your skills and understand most frequently asked questions during interviews.

### **Ways to Gain Experience**

Here are four ways to gain experience and get your foot in the door so you can obtain your first job. Qtech helps its students by providing.

1. Experiential Practicum
2. Volunteering
3. Networking
4. Freelancing

### **Five (5) Steps followed at Qtech**

#### **Step-1: Exercise to do to get started**

We expect each student looking for job as next steps, to follow the following process:

1. Please investigate various possible jobs open in job sites, such as indeed, career-builder, dice etc., open jobs open or closed.
2. Use key words search, based on lessons and job titles, during your search to identify positions.
3. Copy and paste the job duties of each job identified into a word document and compare them with learning gained from the certificate program.
4. Bucket the duties per lessons learnt during the training program (Basic, Advanced, Additional)
5. Prepare a word document by lesson and map to the job duties buckets.

6. Compare the learnings gained to the job requirements and identify your strengths to prepare a document.

### **Step-2: Resume Preparation**

Qtech-Sol will provide some sample resumes to candidate along with learning curve document gained from certification program received. These documents allow the candidate to get started with resume preparation. Copy of the draft resume prepared by candidate must be emailed to the director for review. We will review the resume and will provide suggestive meeting job market needs.

### **Step-3: Narrative Writing**

The finalized resume will allow candidate to write down the narrative form of resume in first tense. This document allows the candidate to prepare for possible interviews and defend it per client job requirement. The narrative form document will be emailed to the course director for review and feedback, before proceeding for mock session. A Subject matter expert will be deputed conducting mock session when the candidate is ready. Prior experiences of candidate (if any) helps to prepare for the type of job (Entry, Medium or Senior Roles)

### **Step-4: Mock Sessions**

The Subject matter expert will conduct the mock session and will list out all possible and anticipated interview questions usually asked by client during the interview. Preparing the candidate for face-to-face and initial telephonic round is a key success to get job.

### **Step-5: Readiness and Taking Interviews**

Qtech-Sol will work closely with candidate and will help student in application process with promising clients. The student will be provided a list of matching positions that fits to maximize opportunities. The student will get engaged with one of our placement experts to be successful. We strive to provide contractual opportunities with client and will have an option to work as Qtech full-time employee. Full-time positions will be applied by candidate per guidelines and lead shared.

## **22. Learning Objectives**

During the training programs, a trainee develops the following learning objectives:

- ✓ Skill development: Learning and improving skills such as writing, verbal communication, research, organizational, computer, interpersonal, teamwork, presentation, and leadership. It is the development of these skills that often represents the major benefits of an assignment.
- ✓ Broader knowledge: Understanding how government works, as well as how public policy is developed. In addition, this would include knowledge added to existing classroom knowledge, such as the application of theory to practice.
- ✓ Career Awareness: Objectives could include learning about career opportunities, as well as the qualities and training required to obtain those positions.

- ✓ Personal Development: One of the major benefits of QPDC training programs is development of self-confidence, assertiveness, and basic work habits.

### **23. Our Commitment**

- ✓ Provide best quality of training with high professionalism.
- ✓ Focus on delivering sustainable value to our students by employing best qualified instructors and designing the most effective training programs. Our instructors have the right skills and experience to help our students, while they continually develop their expertise.
- ✓ Continuous internal improvement. On yearly basis to comply with the industry updates and standards, the management of the Qtech-Sol proactively gathers feedback from their staff and acts upon the feedback trends to ensure continuous improvement.
- ✓ Proactive external improvement. We proactively gather feedback and testimonials (see: Appendix: Student Feedback Form and Student Testimonials Form) from our students on an ongoing basis after the completion of the training course and act upon the feedback trends.
- ✓ Confidentiality. Qtech-Sol keeps strictly to all agreements about the confidentiality of information. No personal information is ever used without the prior agreement of the trainee.

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