

USER GUIDE

Utilising Skills Pack Discount Coupons
on the FIDIC Academy eLearning Platform

Getting Started

Welcome to FIDIC Academy's catalogue of live online and on-demand courses, designed to boost your professional skills. Your **Skills Pack** discount applies to two types of FIDIC courses:

- **On-Demand Courses:** These are accessible immediately upon enrolment, with a 48-hour completion window from the first access date and time.
- **Live Online Courses:** These include Instructor-Led Training (ILT) sessions spread over weeks. Check the start dates for each course on the fidic.academy course page. A welcome email will be sent a week before the start date, providing further details.

Step-by-Step Instructions:

1. Choosing your Skill Pack

- Select from one of the six available Skills Packs listed below

Skills pack	Course type	Number of courses	Discount code
Individual Premium Live Pack	FIDIC Contracts Live courses	5	livePREMIUM
Individual Premium On-demand Pack	FIDIC On-demand courses	12	ondemandPREMIUM
Individual Enhanced Live Pack	FIDIC Contracts Live courses	3	liveENHANCED
Individual Enhanced On-demand Pack	FIDIC On-demand courses	10	ondemandENHANCED
Individual Starter Live Pack	FIDIC Contracts Live courses	2	liveSTARTER
Individual Starter On-demand Pack	FIDIC On-demand courses	7	ondemandSTARTER

The **Live Skill Pack** apply to the following live online FIDIC Contracts courses:

- FIDIC Contracts Introductory Course (Former Module 1)
- FIDIC Claims and Disputes (Former Module 2)
- FIDIC DABs/DAABs Course (Former Module 3)
- FIDIC Contract Management and Administration (Former Module 4)
- FIDIC EPC/Turnkey Projects (Former Module 5)

The **On-demand Skill Packs** apply to the following on-demand courses:

FIDIC BUSINESS PRACTICE COURSES FOR GLOBAL INFRASTRUCTURE:

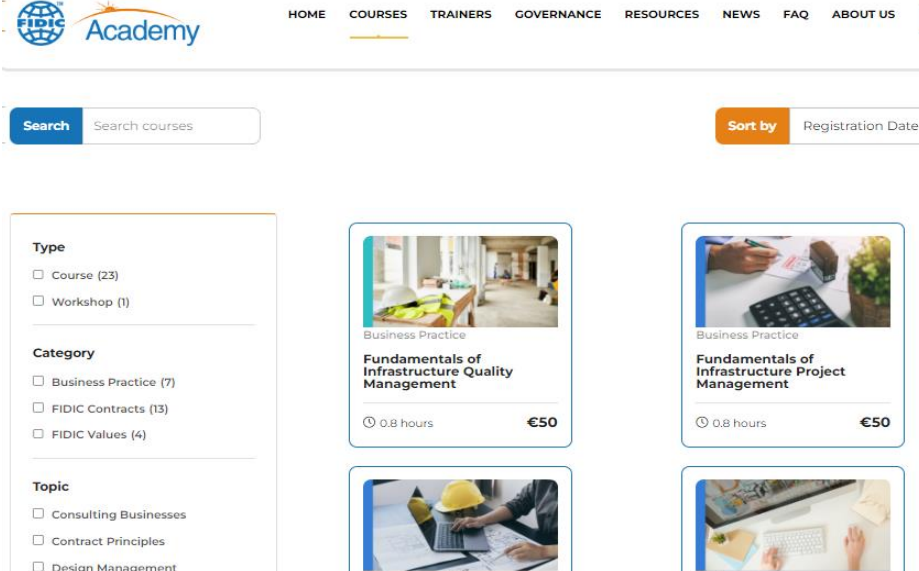
- Fundamentals of Project Management for Global Infrastructure
- Fundamentals of Procurement for Global Infrastructure
- Fundamentals of Design Management for Global Infrastructure
- Fundamentals of Business Consulting for Global Infrastructure
- Fundamentals of Business Finance for Global Infrastructure
- Fundamentals of Leadership for Global Infrastructure
- Fundamentals of Marketing and Communications for Global Infrastructure
- Introduction to Cyber Security

FIDIC VALUES COURSES FOR GLOBAL INFRASTRUCTURE:

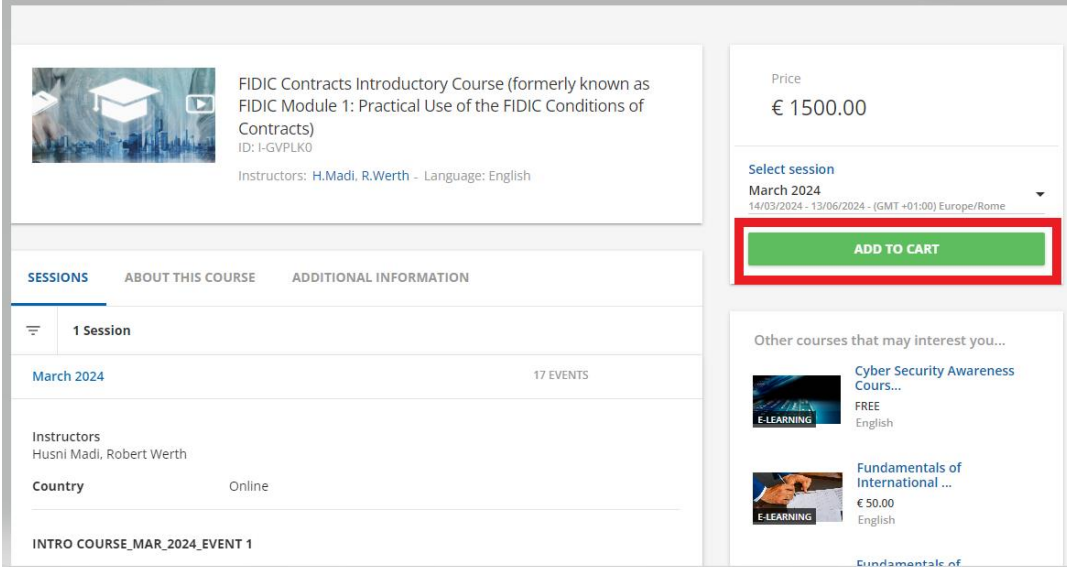
- Fundamentals of Quality Management for Global Infrastructure
- Fundamentals of Sustainability for Global Infrastructure
- Fundamentals of Net Zero & Decarbonisation
- Fundamentals of Integrity Management for Global Infrastructure
- Fundamentals of Diversity & Inclusion for Global Infrastructure
- Fundamentals of ESG for Global Infrastructure

2. Course selection and registration:

- Visit fidic.academy to view the FIDIC Academy course catalogue.
- Select the desired ILT or on-demand course(s) out of the chosen Skill Pack and click "Register" for your first chosen course.
- You will be redirected to our eLearning platform, Docebo, to finish the registration process. Add your 1st selected course to your cart.



The screenshot shows the FIDIC Academy website's course selection page. At the top, there is a navigation menu with links for HOME, COURSES, TRAINERS, GOVERNANCE, RESOURCES, NEWS, FAQ, and ABOUT US. Below the navigation is a search bar with the text "Search courses" and a "Sort by" dropdown menu set to "Registration Date". On the left side, there are three filter sections: "Type" with options for Course (23) and Workshop (1); "Category" with options for Business Practice (7), FIDIC Contracts (13), and FIDIC Values (4); and "Topic" with options for Consulting Businesses, Contract Principles, and Design Management. The main content area displays four course cards. Two of the visible cards are for "Business Practice" courses: "Fundamentals of Infrastructure Quality Management" and "Fundamentals of Infrastructure Project Management". Both cards show a duration of 0.8 hours and a price of €50.



The screenshot shows the details page for the "FIDIC Contracts Introductory Course (formerly known as FIDIC Module 1: Practical Use of the FIDIC Conditions of Contracts)". The course ID is I-GVPLK0 and it is instructed by H.Madi and R.Werth in English. The price is listed as € 1500.00. The session is set for March 2024, with a date range of 14/03/2024 - 13/06/2024 in the Europe/Rome time zone. A prominent green "ADD TO CART" button is highlighted with a red border. Below the main course information, there are tabs for "SESSIONS", "ABOUT THIS COURSE", and "ADDITIONAL INFORMATION". The "SESSIONS" tab is active, showing 1 session for March 2024 with 17 events. The instructors listed are Husni Madi and Robert Werth, and the course is offered online. The course ID is INTRO COURSE_MAR_2024_EVENT 1. On the right side, there is a section titled "Other courses that may interest you..." which lists two related courses: "Cyber Security Awareness Cours..." (FREE, English) and "Fundamentals of International ..." (€ 50.00, English).

3. Adding courses:

- Continue adding courses to your cart, matching the number of allowed courses in your Skills Pack.



4. Account creation:

- If you're a new user, create an account on the eLearning platform by filling in the required details. If you are an existing user, log in with your credentials.

5. Applying discount coupons:

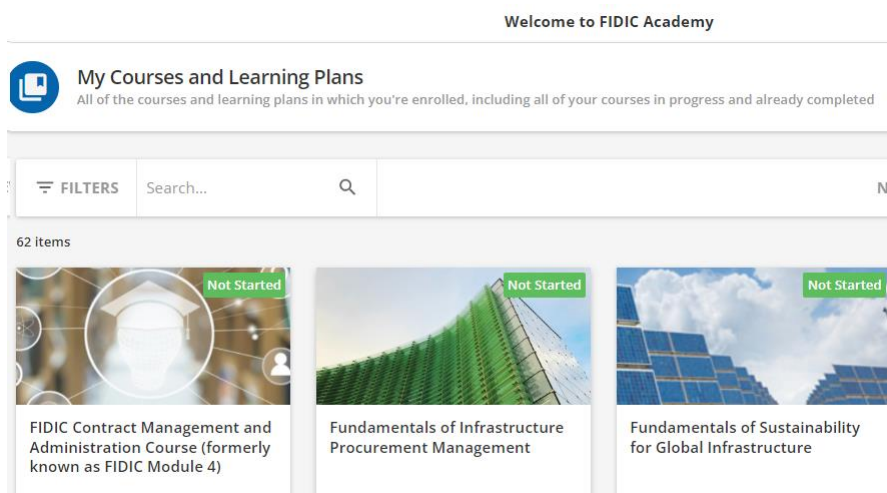
- Once your cart matches your Skills Pack, apply the discount coupon provided at checkout to adjust the pricing.

6. Finalising enrollment:

- Complete your registration with billing details. Choose **INVOICE** for wire transfer payments or **STRIPE** for credit card payments. Access to courses is only granted upon receipt of full payment for the complete Skill Pack.
- A confirmation email with registration details will follow.
- For multiple Skill Pack purchases, please conduct separate transactions.

7. Course Dashboard and Access:

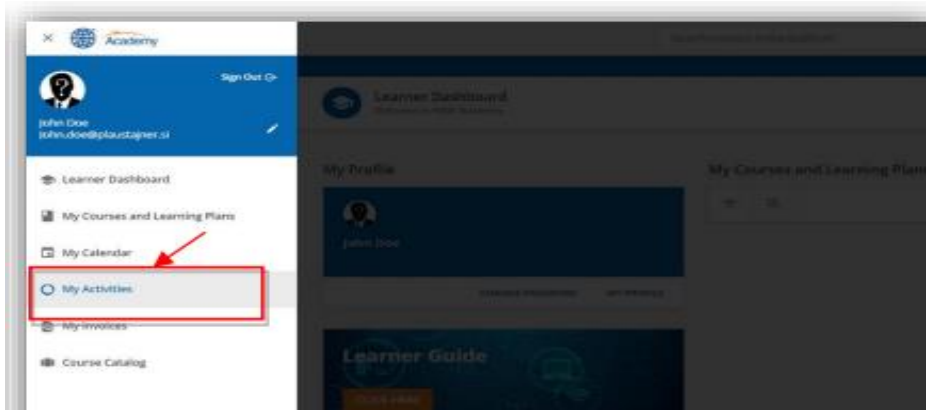
- You will find all enrolled courses in your Learner Dashboard.



Last tips

- **Plan your schedule:** For online courses, mark the start dates and session times on your personal calendar to ensure participation. All live events will also be recorded, so you can watch the recording in case you are unable to attend a live event.
- **Certificate criteria:** Different courses may have slightly different certificate of completion criteria. Please make sure that you check the certificate of completion criteria for each

course. In order to download your awarded certificate, please access the platform main menu, select **My Activities** then select the tab corresponding to the course type (courses, classrooms, external training, learning plans, or live sessions) and click on the certificate icon at the end of the course row.



- **Platform Support:** If you encounter any issues or have questions, reach out to FIDIC Academy's support team for assistance at training@fidic.org.

We're excited to support your professional growth through the FIDIC Academy eLearning platform. Welcome to a world of learning opportunities!