



Technical & Administrative Training Institute
Leader of work force development & executive Manpower supply in Oman





On top of our national priorities is the education sector, with all its types and levels. It will receive full attention, and it will be provided with the supporting environment which motivates research and innovation. We will also provide it with all means of empowerment, since it is the base upon which our children will be able to participate in meeting the requirements of the coming phase of development.

***His Majesty Sultan Haitham bin Tarik
May Allah protect and preserve him***



ABOUT TATI

Technical & Administrative Training Institute (TATI) is one of the largest private training organizations in Oman.

Our portfolio of above 200 training programmes, our expertise in workforce development and management have made us the preferred partner of employers and employees. As a manpower provider, we recruit, employ and depute qualified personnel to various prestigious organizations in the Gulf region.

Founded in 1993, we have grown from one small training center in Madinat Al Sultan Qaboos to being a national training provider with training centers throughout Oman.

TATI's remarkable growth is proof that our policies work for the people and businesses.

VALUES

Quality

TATI meets government and professional standards. It customizes trainings to meet specific client needs. It can make a lasting, valuable contribution to their progress.

Service

TATI enjoys a reputation for industry service. It spends time to know the client that dictates the tone of training and any recommendations made by our specialists.

Customer Focus

TATI aims to make all courses relevant and engaging. TATI believes Customer Care is crucial to business success.

VISION

The Vision of TATI and its founders is to become the leading Training Service
TATI envisions to become the leading Training Service provider, offering Quality training with International standards and become the top provider of executive manpower in Oman

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Automotive Training Programmes

The Automotive Sector in the Sultanate of Oman offers a wide range of employment opportunities and requires competent work force. TATI has responded to this need by offering the complete range of Automotive Training Programmes.

TATI has one of the Largest and most modern Automotive training workshops equipped with complete range of sophisticated equipment, tools and accessories to offer training from Semi Skilled and Advance Technician levels.

TATI is an approved Pearson Edexcel Training Centre to offer their programmes.

[Programme Details p. 15](#)



Engineering Training Programmes

TATI is a leading Training provider in this Sector and has been offering training since 1993. TATI offers a wide range of Standard training programmes and also custom-made short course to meet the industry's requirement.

TATI is approved by the UK Awarding Bodies, EAL and Pearson and offers their courses leading to UK certification.

Programme Details p. 16 to 18



Defensive Driving Training Programmes

TATI has been a leading Defensive Driving Training Provider (DDTP) in the Sultanate of Oman since 1999 and delivers DD training in Al Khoudh, Salalah and Duqm as well as the interior locations of Fahud and Nimr.

TATI was PDO's only DD training provider between 2009 and 2021. From March 2021, DD training for the oil & gas industry was strategically repositioned under the umbrella of OPAL (Oman Society for Petroleum Services).

However, PDO decided to retain its contract with TATI in order that it could continue delivering OPAL DD courses to its direct employees on an exclusive basis.

[Programme Details p. 19](#)



HGV Driving & Plant Equipment Operator Training Programmes

The biggest two industries: Construction Industry and the Oil & Gas Industry require HGV drivers and equipment operators who can operate the equipment safely and efficiently.

TATI is the biggest private Training Institute in the Sultanate of Oman who offers a wide range of HGV driver and Plant Operator training programmes. TATI has the required HGV and plant equipment fully dedicated for delivering the training and it offers both training and assessment

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Health, Safety & Environment (HSE) Training Programmes

TATI is one of the leading HSE Training course providers in the Sultanate of Oman.

It is approved by Petroleum Development Oman (PDO), DCRP (Oman) and OETC for delivering their programmes. TATI also offers OPAL unified HSE passport courses, which are accepted by all the Oil & Gas operators in the Sultanate of Oman. In addition, TATI offers International courses and short courses suited for all other Industries.

[Programme Details p. 22, 23](#)



Lifting Operations Training Programmes

Safety in lifting is one of the most critical operations in the Oil & Gas sector. TATI geared itself to deliver various Lifting Operations training courses to International Standards. As an NPORS-UK approved Training provider, its Lifting courses are accepted by Petroleum Development Oman (PDO) and all other Oil & Gas companies in Oman.

It has its own lifting training equipment, training sites and accessories for a wide range of training activities to the candidates.

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Manpower Services

TATI-Manpower services offer expertise in the areas of executive manpower supply and management services. Our consistent high quality of service has earned us the reputation of being the company of choice in the Sultanate of Oman and the Gulf region.

We are guided by our objectives, that all services offered, should be geared at improving client's profitability and the quality of working life.



Business & Commercial Training Programmes

Training and Development Institute (TDI) is a Business and Commercial Training provider in Oman since 1997. TDI has invested in a well-equipped training center located in Al Khoud specializing in the commercial sector. Facilities at the centre include training rooms, fully networked computer labs and a fully equipped simulation room, library and resources room.

All staff at TDI are suitably qualified and highly experienced in their field. Our teaching and vocational assessment team brings many years of experience of working and training in the commercial sector.

TDI supports the government's Omanization goals for the private sector. We work closely with the Ministry of Higher Education, Research & Innovation, Ministry of Labor and private sector companies to provide employment opportunities for young Omani job seekers.

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TRAINING PROGRAMMES

Automotive

Training for employment / Long term Programmes in TATI with international and local certificates

- Light vehicle mechanic
- Heavy vehicle mechanic
- Auto Electrician
- Service Advisor
- Sales Person in Vehicle/Parts
- Hybrid cars and Electric Vehicle Technology)
- Vehicle Damage assessor

Customer Specific-Short term Programmes In:

Auto Electrical

- Auto Air Conditioner service
- Engine Management System
- Vehicle Lighting, Charging and Auxiliary System
- ECM) Programme & Maintenance
- Advance vehicle diagnosis and Repair (Electrical) (EMS)
- Auto Electrical & Wiring Diagram for Light Vehicles
- Automotive climate control
- Auto Electronic System & ECM Data- Light Vehicles
- Scan tools sensors and actuators

Auto mechanical (Light/Heavy)

- Vehicle maintenance and Service personal
- Engine repair and services
- advanced automotive workshop management
- Diesel Engine Mechanic
- Engine and Transmission rebuild
- Advance vehicle diagnosis and Repair (Mechanical)
- Vehicle Inspector
- Chassis systems
- Vehicle Damage Assessor
- Automotive Steering, Suspension and Brake Systems service
- Vehicle transmission system rebuild (Manual and Auto)

Engineering

Training for employment and long-term Programmes with TATI/International certificates:

- Electrical installation (Domestic/ Industrial)
 - Pipe Fitter
 - Air conditioning mechanic
 - NDT level 1,2 Non-Destructive Testing
 - Mechanical Maintenance
 - Grinder
 - Machine Operator
 - Sheet Metal Fabrication
 - Electrical / Cable jointer
 - Plumber
 - Electrical / Installation and Maintenance of Solar Photovoltaic Systems
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- Steel Fixer
 - Instrumentation (Technician/fitter)
 - Furniture Carpenter
 - Fibre optics operator
 - Shuttering carpenter
 - Welding 3G/6G
 - Assessor Award- EAL, UK, NVQ Level 3
 - Welding Tests API 653/570/510
 - Foreman / construction supervisor
 - HSE practitioner
 - Site Engineer

Customer Specific-Short Programmes in:

Welding

- Shielded Metal Arc Welding –SMAW
- Oxy-acetylene welding
- Shielded Metal Arc Welding–GTAW/TIG
- Welding technology
- Shielded Metal Arc Welding –GMAW/MIG
- Non-destructive testing NDT

Carpentry

- Basic skills in carpentry
- Basic in making simple home furniture
- Painting of wooden product

Engineering

Instrumentation

- Control Valves and Actuators
- Industrial Electronics & Application

Electrical

- Electrical distribution equipment operation and maintenance
- Oman electrical standard (OES-4)
- Electrical Wiring Fundamentals
- soft starter motors
- Fault Analysis in Electrical Networks
- variable frequency drive
- safety earthing systems
- introduction for solar PV systems
- Operation and Maintenance of Transformers
- Solar PV systems
- Electrical Control motors
- Control and Instrumentation
- Electrical safety rules (ESR)
- CCTV systems
- Electrical cable jointer
- Electrical Lineman

Construction

- Basics of Road geometric design
- Introduction of Construction Material (QC/QA)
- Concrete and Steel Building Rehabilitation
- Essential course of road design using Autodesk Civil 3d
- Principle of Reinforced Concrete Design (BS Standard 8110)
- Autodesk infraWork for Infrastructure
- Principle of Steel Structure Design (BS Standard 5950)
- Autodesk AutoCAD for civil engineer

Engineering

Air Conditioning

- Air Conditioning & Refrigeration - Split Unit
- Air Conditioning & Refrigeration - Maintenance and Repair
- Gas welding in AC systems

Mechanical Maintenance

- Hydraulic Systems and Troubleshooting
- Failure root cause and reliability
- Mechanical Valves
- Hydraulic and pneumatic systems
- Lathe Machine Operation
- Hydraulic and pneumatic circuit components
- Pumps & Compressors Operation, Troubleshooting & Maintenance
- Fluid power circuits
- Engineering drawing
- Bearing types, selection, installation, mounting and maintenance
- Mechanical drawing
- Industrial valves repair and service
- Auto CAD 2D modelling
- Compressors operation and maintenance
- Mechanical properties of materials
- Pump types and selection
- Tribology (friction, wear and lubrication)
- Pumps operation and troubleshooting
- Machining processes
- Pumping systems
- Advance machinist
- Piping network and components
- Flexible manufacturing systems FMS
- Piping system operation and maintenance
- Maintenance techniques
- Maintenance management and Terotechnology
- Operation and maintenance best practices
- Pressure loss in piping
- Pipe fittings

Defensive Driving

OPAL-Approved DD Programmes

- LV Light Vehicle Drivers
- HV Heavy Vehicle Drivers
- TN Light and Heavy Tanker Drivers
- LB/HB Light and Heavy Bus Drivers
- EVA Emergency Vehicle Drivers (Ambulance)
- EVF Emergency Vehicle Drivers (Fire)
- GR Graded Road Driving (environment-specific – interior only)
- RT Refresher Training (all above vehicle types)

TATI is also one of OPAL's approved Defensive Driving Assessment Company (DDAC) and has been entrusted with the assessment of candidates trained by other OPAL DDTPs prior to the issue of DD permits.

Customer-Specific Non-OPAL Short Programmes:

- TATI's proprietary DD courses for all vehicle types (theory and practical) that focuses on driver attitude, values and beliefs and which seek to show the benefits of adopting a safe attitude behind the wheel, and which complements relevant technical input on aspects of vehicle control, speed discipline and general compliance culture. (Standard one-day course, but can be extended on client's request.)
- OPAL-approved Safe Journey Management (SJM) courses (Initial and Refresher).
- Non-PDO SJM courses developed by TATI and available to all.
- For the very best DD training, TATI should be your safety partner.

HGV Driving & Plant Equipment Operator

Programmes for Royal Oman Police (ROP) Driving License

- Heavy Good Vehicle Driver (HGV truck, Trailers, Tankers, Cement Mixer, Fuel & Water Tankers & Buses)
- Forklift Operator
- Mobile Crane Operator
- Earth moving equipment operator (Wheel loader, Back Hoe loader, Excavator, Dozer, Skid Steer Loader, ...)

Long Duration Driver and Operators Programmes with TATI Certification through training for employment programmes

- Heavy Good Vehicle Driver (HGV truck, Trailers, Tankers, Cement Mixer, Fuel & Water Tankers & Buses)
- JCB / Back-Hoe Loader operator
- Crane operator
- Forklift operator
- Tele handler operator
- Wheel Loader operator
- Excavator 360 operator
- Dozer Operator
- Rigger
- Scaffolding

Short Programmes for obtaining an international license from NPORS – United Kingdom :

- 360 Excavator as Crane
- Appointed Person
- Appointed Person To Lift Supervisor Conversion
- Crawler Crane Operator
- Lift Supervisor
- Lifting Operations Auditor
- Lifting Operations Auditor (Experienced)
- Lorry Loader (HIAB)
- Marine Knuckle Boom Operator Level (2&1)
- Mobile Crane Operator
- Over Head Crane Operator
- Rigging Loft (Loose Equipment Controller)
- Report of Through Examination and Inspection
- Report of Through Examination and Inspection Experienced
- Side Boom Operator
- Slinger and Signaller (Rigger and Banksman)

HGV Driving & Plant Equipment Operator

- Tower Crane Operator
- 180 Excavator Operator (Back Hoe Loader)
- 360 Excavator Operator (10Ton & Below) + Quick Hitch
- Dozer Operator
- Loading Shovel / Wheel Loader Operator
- Skid steer Loader Operator
- Industrial Fork Lift Operator
- Industrial Fork Lift Operator + Suspended Loads
- Telescopic Handler Operator - Loading Shovel
- Telescopic Handler Operator - Forks
- Telescopic Handler Operator - Suspended Loads
- Mobile Elevating Working Platform Operator (BOOM & SCISSORS)
- Mobile Elevating Working Platform Operator (BOOM)
- Mobile Elevating Working Platform Operator (SCISSORS)
- Mobile Tower
- Scaffolding Part A
- Scaffolding Inspection
- Scaffolding Supervisor
- Harness and Fall Arrest
- Plant Loader Securer
- Plant Machinery Marshaller
- Plant Mover Operator - Non-Operational
- Vehicle Marshaller
- Safe Working at Height
- Rescue from Height
- Hose Reel and Hydrant
- Hazardous Goods Dangerous Cargo Operator
- Hazardous Goods Dangerous Cargo Supervisor
- Hazardous Goods Dangerous Cargo Auditor

Health, Safety & Environment (HSE)

Long term Programmes / training for employment

- HSE practitioner, 18 months (OPAL/SQA)

Programmes with International certification:

- IOSH, UK- Managing Safely- Duration 30 hours
- NEBOSH, UK- International General Certificate
- Duration 80 hours

OPAL UNIFIED HSE PASSPORT COURSES

- HSE Induction
- Hydrogen Sulphide Awareness- H2S

Petroleum Development Oman (PDO) approved Programmes

Level 1 Course

- Environmental Awareness
- Fire Warden
- Self-contained Breathing Apparatus
& Confined Space Rescue
- AHA Heart saver/First Aid

Level 2 Courses

- Authorized Gas Tester
- Chemical Handling Management
- HSE LFS/HSESLM
- HSE Incident Investigation
- Naturally Occurring Radioactive Materials
- Permit to Work Holder
- Permit to Work Signatories

Health, Safety & Environment (HSE)

Customer Specific Course

- Working at Heights
- Heat Stress
- Confined Space entry
- Manual Handling
- Noise Assessment
- Fire Fighting

DCRP (Distribution Code Review Panel) Oman Course

- HSE Induction
- IOSH-Managing Safely
- Safety Leadership for Managers
- Electrical Safety Rules- ESR
- ISO 14001 Awareness Programme
- AHA- First Aid
- Fire Warden
- Incident & Accident Investigation
- Initial Fire Response (IFR) course
- Drive in Mind (DIM) course

OETC courses:

- System Safety Rules (SSR)
- HSE Induction
- Chemical Handling Awareness
- Working at Height
- Risk Assessment
- Basic First Aid /CPR
- Fire Warden

Lifting Operations

Short Programmes with NPORS, UK Certification:

- 360 Excavator as Crane
- Appointed Person
- Appointed Person To Lift Supervisor Conversion
- Crawler Crane Operator
- Lift Supervisor
- Lifting Operations Auditor
- Lifting Operations Auditor (Experienced)
- Lorry Loader (HIAB)
- Marine Knuckle Boom Operator Level (2&1)
- Mobile Crane Operator
- Over Head Crane Operator
- Rigging Loft (Loose Equipment Controller)
- Report of Thorough Examination and Inspection
- Report of Thorough Examination and Inspection Experienced
- Side Boom Operator
- Slinger and Signaller (Rigger and Banksman)
- Tower Crane Operator
- 180 Excavator Operator (Back Hoe Loader)
- 360 Excavator Operator (10Ton & Below) + Quick Hitch
- Dozer Operator
- Loading Shovel / Wheel Loader Operator
- Skidsteer Loader Operator
- Industrial Fork Lift Operator
- Industrial Fork Lift Operator + Suspended Loads
- Telescopic Handler Operator
- Mobile Elevating Working Platform (MEWP) Operator
- Mobile Tower
- Scaffolding Part A
- Scaffolding Inspection
- Scaffolding Supervisor
- Harness and Fall Arrest
- Plant Loader Securer
- Plant Machinery Marshaller
- Plant Mover Operator - Non Operational
- Vehicle Marshal
- Safe Working at Height
- Rescue From Height
- Hose Reel and Hydrant
- Hazardous Goods Dangerous Cargo Operator
- Hazardous Goods Dangerous Cargo Supervisor
- Hazardous Goods Dangerous Cargo Auditor

Business and Commercial

TDI offers various training programmes under TFE scheme approved by international awarding bodies (BTEC, Certiport) in many fields such as

- Sales and Marketing
- Car Sales
- Cashier / Accounts
- Service Advisor
- Ticketing & Reservation
- Administration
- Storekeeping

TDI has also been delivering various customized training courses for upskilling current staff for public and private sector in many areas such as:

- English language
- Management
- Human Resources
- Leadership
- Accounting
- Sales & Marketing
- Soft Skills Programme

TDI is an ITS/ CERTIPORT authorized international training and testing center for many specialized IT training programmes such as:

- Internet & Computing Core Certification (IC3)
- Cybersecurity
- Artificial Intelligence
- Network Security
- Software Development
- Cloud Computing
- Computational Thinking
- Databases
- Device Configuration and Management
- HTML and CSS
- HTML5 Application Development
- Java
- JavaScript
- Networking
- Python



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