



XAIPRENEUR TRAIN-THE-TRAINER PROGRAMME

**STANDARD OPERATING PROCEDURE
FOR PARTICIPANTS**

OFFICIAL CONTROLLED PROGRAMME DOCUMENT	
Document No.	EA-TTT-015
Version	1.0
Document Status	CONTROLLED DOCUMENT
Classification	OFFICIAL PROGRAMME DOCUMENT



NSI ACADEMY SDN BHD



EZYSHARE ECOSYSTEM

Issued and managed by NSI Academy Sdn Bhd under the EzyShare Ecosystem

DOCUMENT CONTROL

Document identification, ownership, approval and revision record.

Document Title	Standard Operating Procedure for Participants
Programme	XAiPreneur Train-the-Trainer Programme
Document Number	EA-TTT-015
Version	1.0
Document Status	Controlled Document
Classification	Official Programme Document
Document Owner	NSI Academy Sdn Bhd
Brand / Ecosystem	EzyShare
Issue Date	4 August 2026
Effective Date	4 August 2026

Approval Control

Role	Name / Designation	Signature	Date
Prepared by			
Reviewed by			
Approved by			

Document Control Notice

This document is controlled by NSI Academy Sdn Bhd. Unauthorised amendment or distribution is prohibited. Users must verify that they are referring to the latest authorised version before use.

1. PURPOSE

This Standard Operating Procedure explains the responsibilities, requirements, and expected conduct of participants attending the XAIPRENEUR Train-The-Trainer Programme.

It is intended to ensure that all participants receive a fair, professional, and effective learning experience.

This SOP applies to:

- TTT Level 1 – Certified AI Trainer
- TTT Level 2 – AI Business Transformation Specialist
- TTT Level 3 – Professional AI Transformation Leader, once the programme framework is finalised

2. PROGRAMME LEVELS

TTT Level 1

TTT Level 1 is a beginner-level programme that introduces participants to AI fundamentals, prompt engineering, business applications, productivity tools, responsible AI, and basic trainer skills.

- Programme fee: RM168
- One-day practical workshop
- No technical background required

TTT Level 2

TTT Level 2 is an intermediate-level programme that focuses on business analysis, AI solution design, ChatBots, automation, business transformation, and consulting skills.

- Programme fee: RM588
- One-day practical workshop
- Valid Level 1 certification required

TTT Level 3

TTT Level 3 is an advanced programme intended to develop AI transformation leadership, consulting, implementation, and professional training capabilities.

- Programme fee: RM5,888
- Level 2 certification required
- Full programme framework coming soon

3. REGISTRATION REQUIREMENTS

Participants must provide complete and accurate registration information.

Required information may include:

- Full name
- Identification number, where required
- Contact number
- Email address
- Organisation or occupation
- Programme level
- Billing information
- Previous certification details

- Relevant supporting documents

The name provided during registration will be used for attendance and certification purposes. Participants must ensure that their names are spelled correctly before certificate processing.

4. ENTRY REQUIREMENTS

TTT Level 1

Participants are not required to have a technical or programming background.

TTT Level 2

Participants must:

- Complete TTT Level 1
- Pass the Level 1 assessment
- Hold a valid Level 1 Trainer Certification

TTT Level 3

Participants must hold a valid TTT Level 2 Trainer Certification.

Additional requirements may be announced once the Level 3 framework is finalised.

5. PAYMENT

Participants must complete payment through the approved payment channel.

A registration may only be confirmed after:

- Full payment has been received
- Payment has been verified
- Required registration information has been submitted
- Entry requirements have been confirmed

Participants should retain their payment receipt or transaction confirmation.

Payments should not be made to unauthorised personal accounts.

6. CONFIRMATION OF REGISTRATION

Once registration is confirmed, participants should receive:

- Registration confirmation
- Programme date
- Programme time
- Venue or meeting link
- Preparation instructions
- Contact information
- Entry requirements
- Workshop guidelines

Participants should contact the organiser if they do not receive the required information before the programme date.

7. PARTICIPANT PREPARATION

Participants should prepare the required equipment and materials before attending.

For TTT Level 1

Participants should bring:

- Laptop
- Laptop charger
- Mobile phone
- Stable internet access
- Active email account
- Access to required AI tools
- Notebook or note-taking device

For TTT Level 2

Participants should bring:

- Laptop
- Laptop charger
- Stable internet access
- Additional WhatsApp Business number, where required
- Product or service information
- Product or service images
- Frequently asked customer questions
- Marketing messages
- Example business challenges
- Information about current workflows

For TTT Level 3

Preparation requirements will be confirmed once the programme framework is finalised.

8. ATTENDANCE

Participants are expected to attend the full programme.

Participants must:

- Arrive before the workshop begins
- Register their attendance
- Attend all compulsory modules
- Return on time after breaks
- Complete practical activities
- Complete the assessment
- Remain until the workshop concludes

Late arrival, early departure, or absence during compulsory sections may affect:

- Assessment eligibility
- Certificate of Attendance
- Trainer certification
- Eligibility to progress to the next level

9. PUNCTUALITY

Participants should arrive at least 15 to 30 minutes before the scheduled starting time.

For online training, participants should join the meeting at least 10 to 15 minutes before the session begins.

Participants who expect to be late must inform the organiser as early as possible.

Repeated lateness may be recorded as incomplete attendance.

10. PARTICIPATION REQUIREMENTS

Participants are expected to take part actively in the workshop.

This includes:

- Listening to the trainer
- Completing exercises
- Participating in discussions
- Asking relevant questions
- Joining practical activities
- Completing presentations
- Following trainer instructions
- Supporting a positive learning environment

Participants must complete their own assessments unless group work is specifically authorised.

11. WORKSHOP CONDUCT

Participants must:

- Treat trainers and other participants respectfully
- Follow workshop instructions
- Use appropriate language
- Avoid disrupting the session
- Keep mobile phones on silent mode
- Use devices only for workshop-related activities
- Respect different opinions
- Maintain confidentiality
- Follow venue and safety requirements
- Avoid unauthorised promotion or selling

The following behaviour is not permitted:

- Harassment
- Discrimination
- Intimidation
- Offensive remarks
- Deliberate disruption
- Cheating
- Unauthorised recording
- Misuse of participant information
- Damage to equipment or facilities

12. ASSESSMENT REQUIREMENTS

Participants must complete the relevant assessment to qualify for trainer certification.

TTT Level 1 Assessment

Knowledge Assessment – 70%

Participants will be assessed on:

- AI fundamentals
- Prompt engineering
- AI productivity tools
- Business applications of AI
- Responsible AI

Trainer Assessment – 30%

Participants will be assessed on:

- Communication
- Presentation
- Confidence
- Facilitation
- Ability to explain AI concepts

TTT Level 2 Assessment

Knowledge Assessment – 70%

Participants will be assessed on:

- AI business transformation
- AI ChatBots
- Automation
- AI solution design
- Business applications

Practical Assessment – 30%

Participants will be required to present:

- An AI solution proposal
- A business transformation plan
- Recommended AI applications
- A professional presentation
- A clear solution-delivery approach

TTT Level 3 Assessment

The assessment structure will be announced when the programme framework has been finalised.

13. ASSESSMENT INTEGRITY

Participants must complete assessments honestly.

Participants must not:

- Copy another participant's work
- Share assessment answers
- Use unauthorised materials
- Receive unauthorised assistance

-
- Submit another person's work
 - Interrupt another participant's assessment
 - Record or distribute assessment content

Any form of cheating may result in disqualification.

14. ASSESSMENT RESULTS

Assessment results will be reviewed according to the approved programme criteria.

Participants will receive certification only after:

- Completing the required attendance
- Completing all compulsory activities
- Completing the assessment
- Achieving the required passing result
- Receiving final verification

The programme management team reserves the right to review assessment results before issuing certification.

15. PARTICIPANTS WHO DO NOT PASS

Participants who do not achieve the required assessment result will not receive the relevant trainer certification.

Depending on programme policy, the participant may be offered:

- Feedback from the trainer
- A reassessment opportunity
- Additional practice
- Refresher training
- Re-enrolment in a future session

Any reassessment fee or conditions will be communicated separately.

A Certificate of Attendance does not automatically confirm trainer certification.

16. CERTIFICATES

Participants may receive:

- Certificate of Attendance
- Relevant XAIPRENEUR Certified AI Trainer Certificate upon passing the assessment

Certificates will use the participant's registered name.

Participants must check their details carefully before certificate processing.

Requests for changes after issuance may be subject to verification, processing time, and administrative charges.

17. TRAINER STATUS AFTER CERTIFICATION

Certification does not automatically mean that a participant is authorised to conduct workshops.

Certified participants may need to:

- Complete trainer onboarding
- Attend a briefing
- Pass additional evaluation
- Receive formal appointment

-
- Follow trainer policies
 - Use approved materials
 - Meet performance requirements

Only trainers formally approved by the programme management team may conduct official XAIPRENEUR workshops.

18. INCOME AND WORKSHOP OPPORTUNITIES

Certified trainers may become eligible for:

- Workshop appointments
- Trainer incentives
- Webinar incentives
- Workshop commissions
- Community-building opportunities
- AI consulting opportunities

These opportunities are subject to:

- Programme policies
- Management approval
- Trainer performance
- Workshop availability
- Commission structure
- Participant payment status
- Compliance with trainer requirements

No income, commission, workshop assignment, or business result is guaranteed.

19. TRAINING MATERIALS

All training materials are provided for authorised learning purposes.

Participants must not:

- Resell the materials
- Reproduce complete materials without permission
- Share assessment questions
- Upload materials publicly
- Remove programme branding
- Use materials for unauthorised workshops
- Claim ownership of programme content
- Distribute confidential trainer documents

Participants may use their own notes for personal learning, subject to copyright and programme policies.

20. RECORDING AND PHOTOGRAPHY

Participants must not record the workshop without permission.

This includes:

- Video recording
- Audio recording
- Screen recording

-
- Photographing confidential slides
 - Recording assessments
 - Sharing trainer materials online

The organiser may take approved photographs or videos for programme documentation or marketing. Participants will be informed or asked for consent where required.

21. DATA PRIVACY

Participant information will be used for legitimate programme purposes, including:

- Registration
- Communication
- Attendance
- Assessment
- Certification
- Programme administration
- Approved follow-up communication

Participants must also respect the privacy of trainers and other participants.

Contact details, business information, assessment results, and personal discussions must not be shared without permission.

22. USE OF AI TOOLS

Participants must use AI tools responsibly.

Participants should:

- Protect confidential information
- Avoid entering sensitive data into public AI tools
- Verify AI-generated information
- Avoid presenting false information as fact
- Respect copyright and intellectual property
- Follow ethical AI practices
- Disclose AI assistance where required
- Use AI as a support tool rather than relying on it blindly

Participants remain responsible for the content they create using AI.

23. HEALTH, SAFETY, AND VENUE RULES

Participants must comply with all venue and safety requirements.

Participants should:

- Follow emergency instructions
- Keep walkways clear
- Use electrical equipment safely
- Inform the organiser of health or accessibility needs
- Report hazards
- Take care of personal belongings

The organiser is not responsible for personal items that are lost, damaged, or left unattended, subject to applicable law.

24. CANCELLATION, POSTPONEMENT, AND TRANSFER

Cancellation, postponement, refund, and participant-transfer requests will be handled according to the approved programme policy.

Participants should submit requests through the official communication channel.

The organiser may postpone or reschedule a workshop due to:

- Insufficient registration
- Trainer unavailability
- Venue issues
- Technical problems
- Safety concerns
- Emergencies
- Events beyond reasonable control

Participants will be informed of available options according to the applicable policy.

25. COMPLAINTS AND FEEDBACK

Participants are encouraged to provide constructive feedback.

Complaints should include:

- Participant name
- Workshop date
- Programme level
- Description of the issue
- Supporting information
- Requested resolution

Complaints should be submitted through the official contact channel.

Participants should avoid publishing confidential or unverified allegations before allowing the organiser a reasonable opportunity to investigate.

26. MISCONDUCT AND REMOVAL

A participant may be removed from the workshop for serious misconduct, including:

- Harassment
- Violence or threats
- Cheating
- Deliberate disruption
- Damage to property
- Unauthorised recording
- Misuse of confidential information
- Repeated refusal to follow instructions
- Conduct that creates safety concerns

Removal from the programme may affect attendance, assessment, certification, and refund eligibility.

27. PARTICIPANT RESPONSIBILITIES AFTER CERTIFICATION

Certified participants must:

- Represent their certification accurately

-
- Avoid claiming qualifications they do not hold
 - Avoid guaranteeing AI results or income
 - Use approved certification titles
 - Follow applicable trainer policies
 - Maintain professional conduct
 - Continue developing their AI knowledge
 - Protect the programme's reputation
 - Obtain approval before conducting official workshops

Participants must not present themselves as authorised trainers unless they have received formal approval.

28. PROGRESSION TO THE NEXT LEVEL

To progress from Level 1 to Level 2, participants must:

- Complete TTT Level 1
- Pass the Level 1 assessment
- Receive Level 1 certification
- Meet Level 2 registration requirements

To progress from Level 2 to Level 3, participants must:

- Complete TTT Level 2
- Pass the Level 2 assessment
- Receive Level 2 certification
- Meet any additional Level 3 requirements

29. ACCEPTANCE OF TERMS

By registering for the programme, participants acknowledge that they have read, understood, and agreed to follow:

- Programme requirements
- Attendance rules
- Assessment conditions
- Certification requirements
- Code of conduct
- Data and privacy requirements
- Material-use restrictions
- Applicable cancellation and refund policies

Failure to comply may affect participation, assessment, certification, or future trainer eligibility.

30. SOP REVIEW

This SOP may be updated when there are changes to:

- Programme modules
- Fees
- Entry requirements
- Assessment procedures
- Certification policies
- Trainer appointment requirements

-
- TTT Level 3 framework
 - Operational or legal requirements

Participants will be subject to the latest approved version applicable to their programme.