

Operational Workflow: The EBDA Trainee Journey

Subject: End-to-End Skill Development & Employment Pipeline

Introduction

This document outlines the operational framework of the trainee experience within the EBDA Training & Employment Platform. It demonstrates a holistic lifecycle, beginning from initial digital onboarding and account authentication to the critical stages of evidence-based skill validation and career acquisition. EBDA differentiates itself from conventional Learning Management Systems (LMS) by providing a high-fidelity ecosystem where theoretical training is transformed into documented, certified competencies, directly linking qualified talent with verified employers. This guide is designed to ensure that trainees can navigate their professional development path with absolute transparency, security, and efficiency.

Phase 1: Creating an Account and Accessing the Trainee Dashboard

Overview

This phase represents the official entry point for a new trainee into the EBDA platform. It covers the complete operational procedures for creating a new trainee account via the Register form, authenticating and logging in to the personal Dashboard, and recovering account access when credentials are forgotten. These steps form the foundational security layer that ensures each trainee's exclusive ownership of their account and the protection of their training records and personal data.

Step 1.1 — Account Registration and Form Entry

Process:

1. Open a web browser and navigate to the platform's URL. On the main welcome page, click the Register or Get Started button located in the page header or the central Call to Action section to navigate to the registration form.
2. The registration form is displayed with the following mandatory fields that must be completed in sequence: the full Name field, the Email Address field, and the Password and Confirm Password fields.
3. In the Account Type or Role Selection section, ensure the Trainee role is selected from the available options. This correctly routes the account toward the Trainee Dashboard and enables all role-specific functions and access privileges.

4. After verifying all mandatory fields are correctly completed, click the Register button to submit the account creation request. The system validates all inputs and creates the account if all data is valid.

5. Upon successful registration, the trainee is automatically redirected to the Trainee Dashboard, and a confirmation email is dispatched to the registered email address.

o Image 1.1.1: Screenshot of the Registration page showing the Name, Email, Password, and Confirm Password fields, along with the Account Type selection section with Trainee selected.

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الاسم الكامل * Samia

البريد الإلكتروني * trainer@example.com

كلمة المرور * password

تأكيد كلمة المرور * password

المتدرب

ما هو هدفك من المنصة؟

صاحب شركة

تطوير مهاراتي

باحث عن عمل

ما هي المجالات التي تهتمك؟

المهارات الحرفية والصناعية

إدارة التجهيزات والسوبر ماركت

تقنية المعلومات والبرمجة

إدارة الأعمال والريادة

المحاسبة والمالية

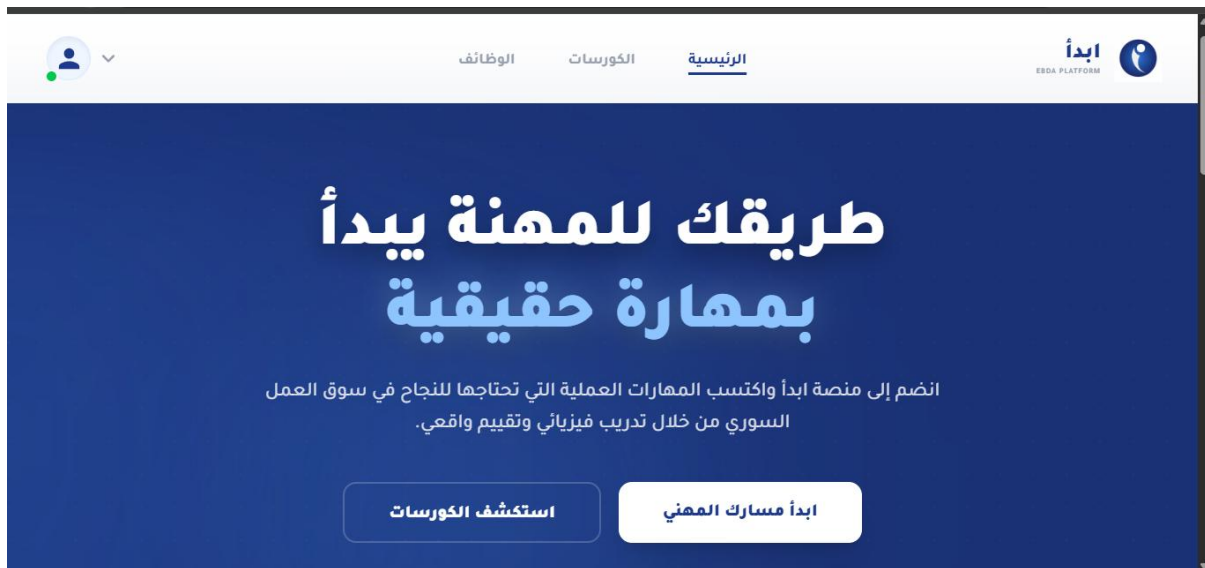
المبيعات والتسويق

مجتمع المبدعين

خطوة واحدة تفصلك عن امتلاك المهارة التي تفتح لك أبواب المستقبل في سوريا.

✓ تدريب ميداني حقيقي

✓ تقييم خبراء معتمد



Step 1.2 — Login Authentication and Dashboard Access

Process:

1. For returning trainees who already have activated accounts, click the Login button in the main page header. The login screen is displayed with Email and Password fields.
2. Enter the registered email address in the Email field and the corresponding password in the Password field, then click the Login button to submit the credentials for authentication.
3. The system verifies the submitted credentials against the database records. Upon a successful match, the trainee is redirected to the main Trainee Dashboard, which serves as the central control hub for all trainee activities.
4. The Trainee Dashboard displays the following primary navigation links: Courses for browsing available training courses, My Enrollments for tracking enrolled courses, My Wishlist for the saved interests list, and My Skills for monitoring practical skill evidence and evaluations.

ابدأ

EBDA PLATFORM

الرئيسية

الكورسات

دخول

انضم إلينا

مرحباً بعودتك

سجل الدخول للمتابعة إلى حسابك

البريد الإلكتروني

trainer@example.com

كلمة المرور

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هل نسيت كلمة المرور؟

تسجيل الدخول

ebda2.com/dashboard

☆🌐🏠📧

الكرساتالرئيسية

ابدأEBDA PLATFORM

Thursday
16/04/2026

لوحة متابعة المهارات
مرحباً، mustafaaaaaa اaaaaaaa.. إليك ملخص تقدمك التعليمي

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قائمة رغباتي

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مهارات أتقنتها

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كورساتي النشطة

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كورسات مخصصة
بناءً على اهتماماتك

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Overview

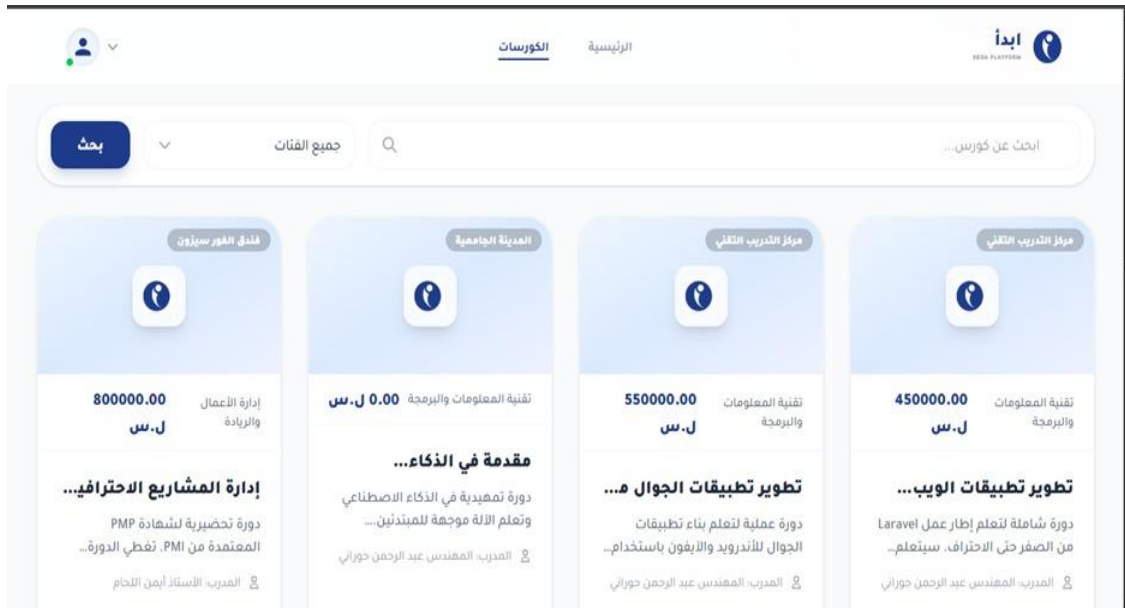
This phase covers the complete course discovery and browsing framework on the EBDA platform, encompassing the Course Catalog browsing experience with search and filtering capabilities, detailed review of individual course information pages, and management of the personal Wishlist for saving courses of interest for later review. This phase is designed to support an informed enrollment decision by providing the trainee with complete course data before committing to registration.

Step 2.1 — Browsing the Courses Catalog

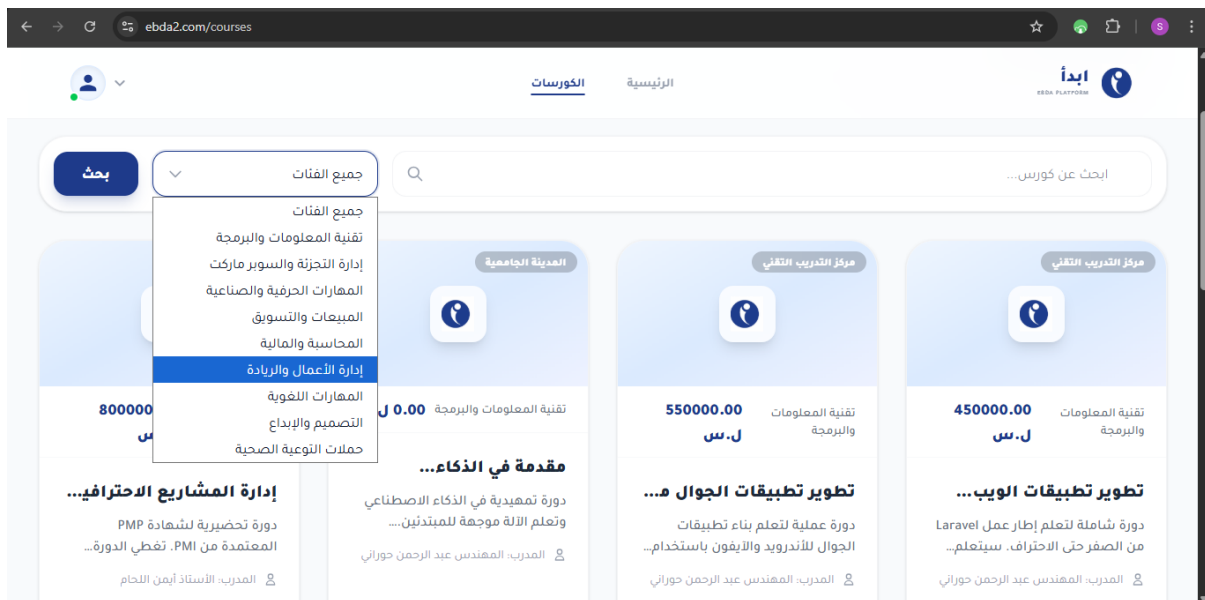
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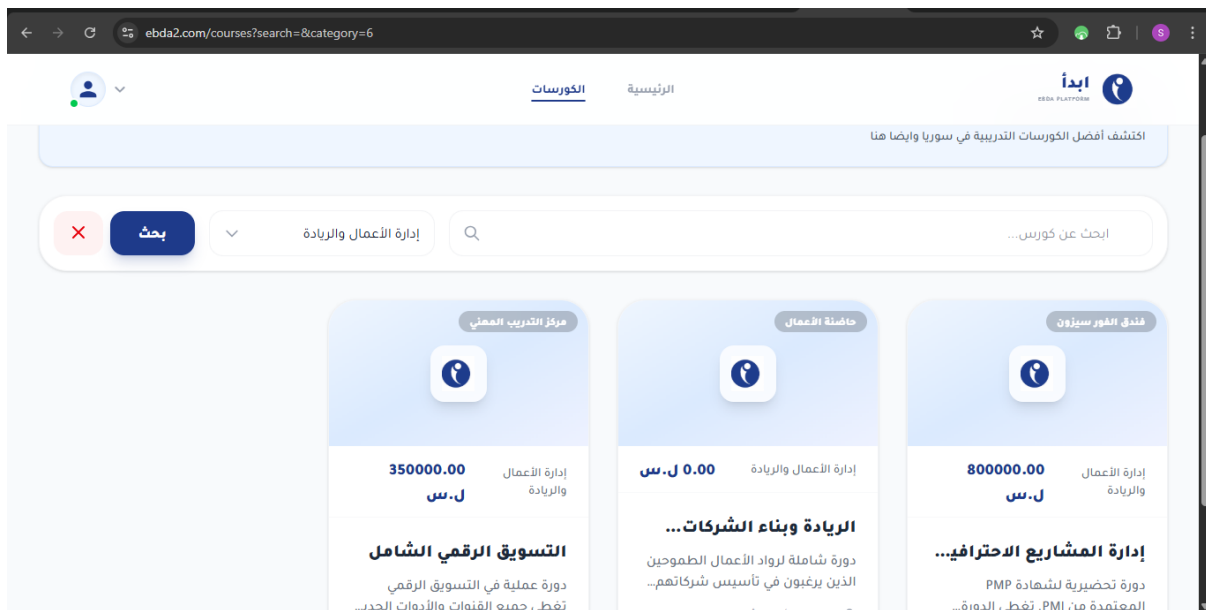
1. From the Trainee Dashboard or the top navigation menu, click the Courses link to navigate to the public course catalog page, which displays all training courses currently available on the platform.
2. Courses are displayed in a grid of Course Cards. Each card contains the following key information: the course Title, the Category classification, the Assigned Instructor's name, the Start Date and End Date, the Price (or a Sponsored badge for grant-eligible courses), and the current Remaining Capacity count.
3. The Search Bar at the top of the Courses page allows direct keyword searches by course name, instructor name, or subject area. Search results update in real time as the search term is typed.
4. To narrow results using specific criteria, use the Filter Section available on the side panel or above the course grid. Available filter options include: Category, Course Type (Standard or Sponsored), and Status (upcoming, in progress, or completed).

o Image 2.1.1: Screenshot of the Courses page showing the Course Cards grid with basic information for each course and the Search Bar at the top.



o Image 2.1.2: Screenshot of the Filter Section showing the Category, Type, and Status filter options applied to the course list.



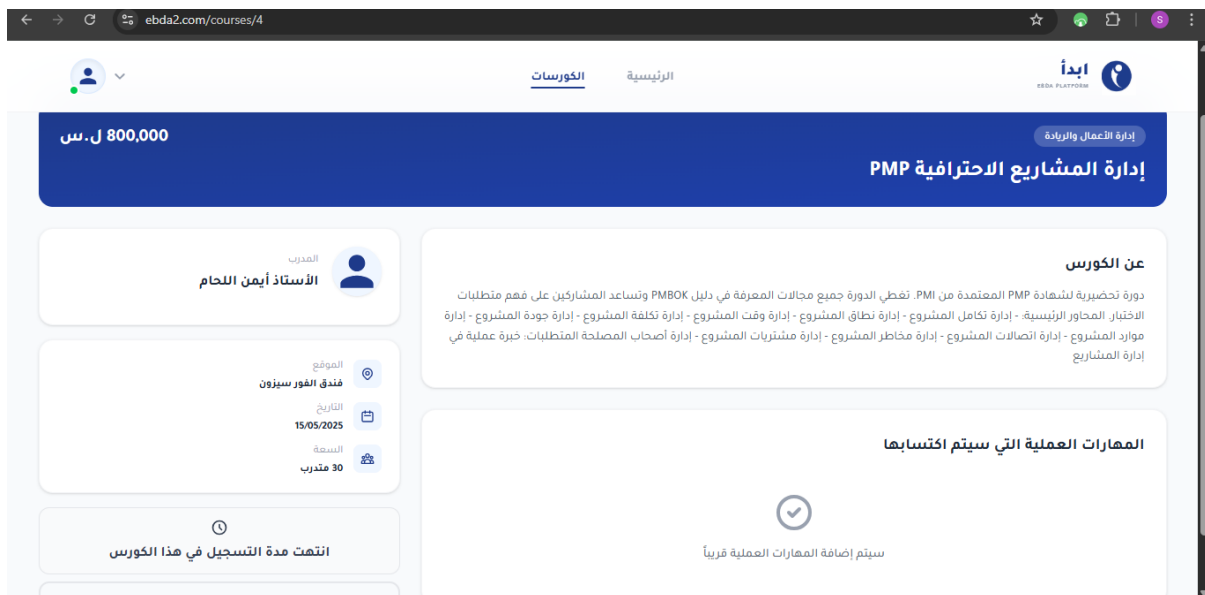


Step 2.2 — Viewing Course Details

Process:

1. Click on any course title or its corresponding card to navigate to the Course Detail Page, which serves as the central information hub containing all data required for making an informed enrollment decision.
2. The Course Detail Page presents the following information in an organized layout: the course Title and full Details Description, the logistical data including Start Date, End Date, and Location, the Capacity and current enrolled count, and the Assigned Instructor's profile information.
3. The page also contains a Practical Skills section that lists all the practical skills the trainee is expected to demonstrate during the course. Each skill entry includes a Title, a Description detailing what the trainee must master, and an Evidence Requirement specifying the type of proof the trainee must submit to have the skill evaluated.
4. If the course has a Sponsored type designation, a dedicated section explains the Grant application process, the eligibility criteria, and how the grant covers the course cost partially or fully.

o Image 2.2.1: Screenshot of the Course Detail Page showing the course title, description, dates, location, capacity, and assigned instructor information.

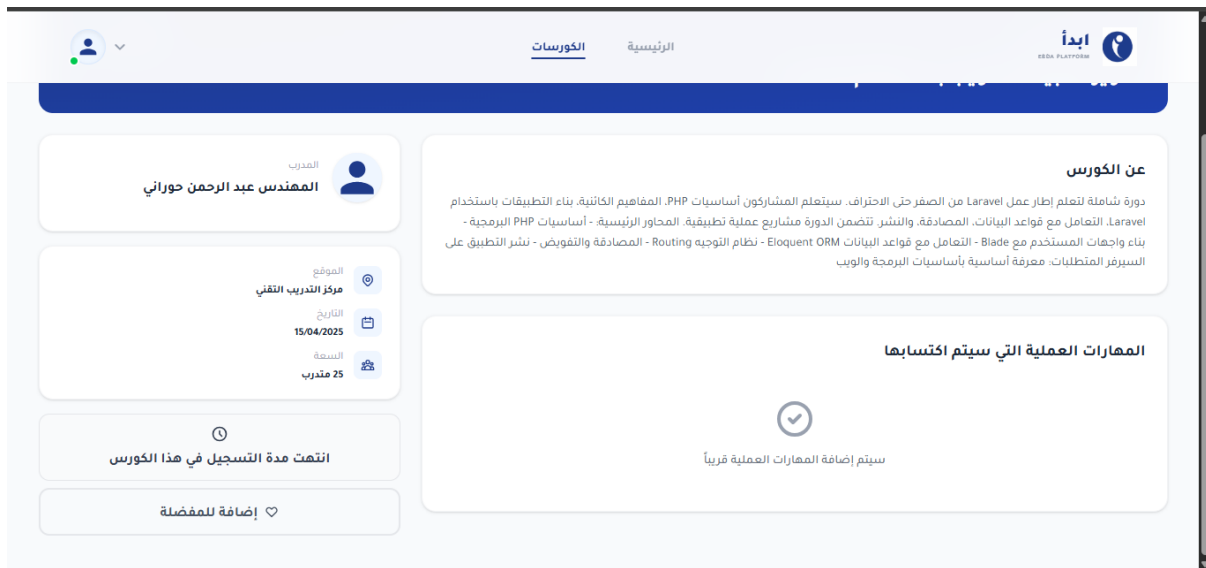


Step 2.3 — Wishlist Management

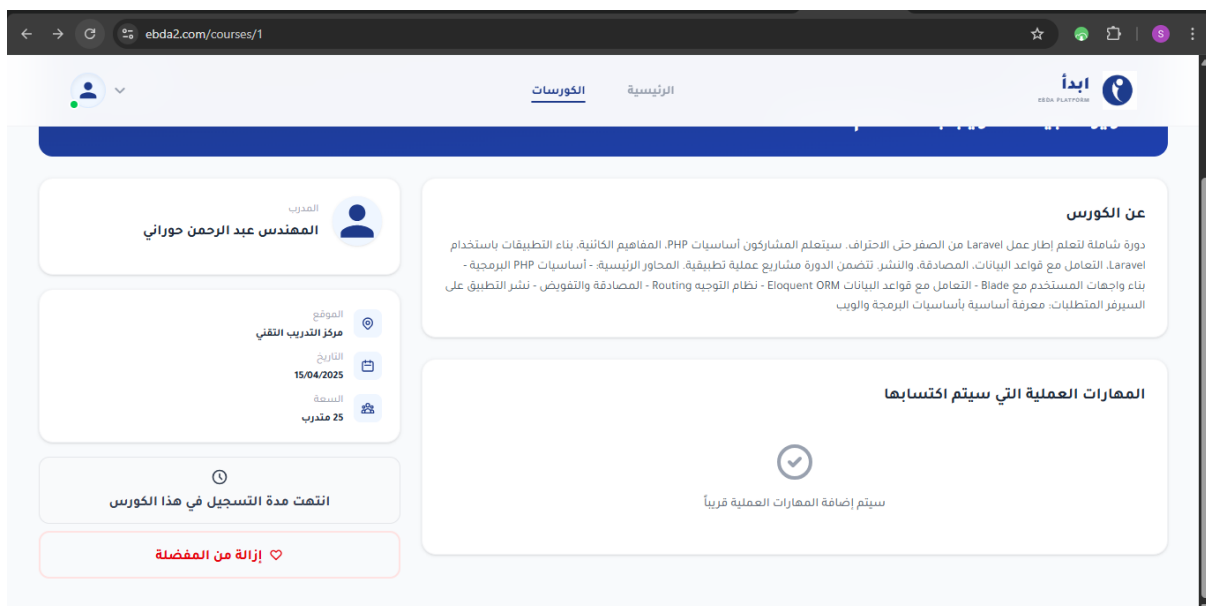
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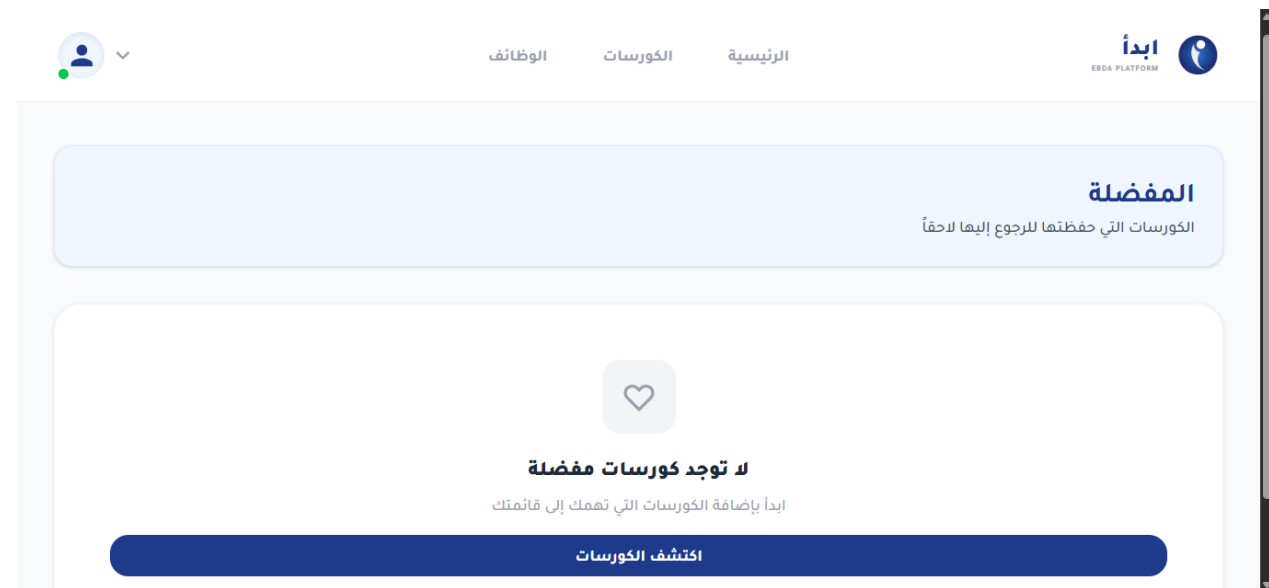
1. When browsing any course that is of interest for future reference without immediate registration, click the Add to Wishlist button or the Heart Icon on the Course Card or on its Course Detail Page.
2. The course is immediately added to the trainee's personal Wishlist. A confirmation Toast Notification appears briefly to confirm the successful addition.
3. To access the full Wishlist at any time, click the My Wishlist link in the navigation menu or in the Trainee Dashboard. The page displays a list of all saved courses with their basic information.
4. From the My Wishlist page, two actions are available for each saved course: clicking View Details to navigate directly to the Course Detail Page and proceed with enrollment, or clicking Remove or the Delete icon adjacent to the entry to remove the course from the Wishlist.

o Image 2.3.1: Screenshot of a Course Card showing the Add to Wishlist button or Heart Icon, along with the confirmation Toast Notification displayed after clicking.



o Image 2.3.2: Screenshot of the My Wishlist page showing the list of saved courses with View Details and Remove action buttons.





Conclusion

This document concludes the operational framework for the trainee journey within the EBDA Training & Employment Platform. By strictly adhering to the procedures outlined—from secure onboarding and course discovery to the critical submission of practical skill evidence—trainees ensure the creation of a high-fidelity, verified competency record. The EBDA ecosystem’s unique integration of skill validation and direct employer access transforms traditional vocational training into a transparent, data-driven pipeline for career advancement. For technical assistance or inquiries regarding specific platform modules, please contact the EBDA Technical Support Team for immediate resolution.