



LETTER OF INFORMATION

Version 6 | October 6, 2017

TTi Global Philippines, 2/F Unit 210 Bldg. C, Aria Place, Jose Abad Santos Ave., Dolores, City of San Fernando, Pampanga 2000

Training Center – Lourdes High School Complex, Veterans Ville, San Roque, 3012 Angat, Bulacan, Philippines

Dear Student,

Greetings!

On behalf of TTI Global Philippines and General Motors Middle East Operations, I would like to congratulate you on your qualification to the GM — Advanced Technician Training Program. We are all excited to welcome you as part of the 31st group of students to participate in this one of a kind program.

Below, please find important dates.

Important Dates	
October 16, 2017 onwards	Pre-training Medical Examination for you. Approved GAMCA and POEA hospitals/clinics will be advised. A representative of the training center will coordinate and assist you with medical testing and timing.
January 7, 2018	9:00am — 4:00pm (0900hrs — 1600hrs) Check-in procedure at GM ATTC.
January 8, 2018	8:30am — 5:30pm (0830hrs — 1730hrs) Induction/ Orientation of GM ATTC campus/Day 1
TBA	Final Medical Examination.
April 12, 2018	3:00pm (1500hrs) Graduation Ceremony.
April 13, 2018	Last Day of the 16-week training.
April 14, 2018	Check-out procedure from GM ATTC.
June 2018	The first GM Advanced Technicians of Group 30 will begin to depart for Middle East.

Travel instructions to the training center

Please, visit our website at www.qmattc.com for directions.

The postal address of the GM Advanced Technician Training Center is:

GM Advanced Technician Training Center
 Lourdes High School Complex Veterans Ville, San Roque 3012,
 Angat, Bulacan Philippines

Check-in

The accommodation at the GM ATTC is available for you as of **January 7, 2018** as indicated earlier. Below, please find a list of the recommended items for you to bring to the training center: **Mandatory items are highlighted in *Bold Italic font*.**

Clothes/Shoes	Personal Care	Documents	Toiletries	Others
Safety shoes	Personal Medicine		Shampoo / Soap	Padlock (medium size)
Underwear	Eye Glasses		Comb / Brush	Earphone or Headset
Socks	Nail Clippers		Toothbrush + Toothpaste	Hanger
Leisurewear	Contact Lens Case Contact Lens Solution	Petty Cash (pocket money)	Razors, Shaving	Coffee Mugs,
Sportswear & sport shoes	Contact Lens Preparations & Extra Lenses		After Shave	
Tsinelas/Slippers			Hair Spray / Hair Gel	
Small Flashlight			Deodorant	

Daily schedule

Item	Timing
Breakfast	7:00am — 8:00am (0700hrs — 0800hrs)
Start of Training	8:30am (0830hrs)
Morning Program	8:30am — 10:40am (0830hrs — 1040hrs)
Break	10:40am — 10:50am (1040hrs — 1050hrs)
Morning Program cont.	10:50am — 12:30pm (1050hrs — 1230hrs)
Lunch	12:30pm — 1:30pm (1230hrs — 1330hrs)
Afternoon Program	1:30pm — 3:30pm (1330hrs — 1530hrs)
Break	3:30pm — 3:40 (1530hrs — 1540hrs)
Afternoon Program cont.	3:40pm — 5:30pm (1540hrs — 1730hrs)
End of Training	5:30pm (1730hrs)
Dinner	5:30pm — 6:30pm (1730hrs — 1830hrs)

During this intensive 16-week General Motors — Advanced Technician Training Program, the majority of the courses that are included in the GM Academy — Middle East curriculum and presented to all the Authorized GM Dealerships in the Middle East and Levant region are delivered to you, enabling you to earn the following credits:

- 560 hours (70 days) of General Motors — Instructor-Based Training (GM IBT) courses
- 112.1 hours (14 days) of General Motors — Web-Based Training (GM WBT) courses
- 672.1 hours (84 days) of General Motors — Custom Technical Path courses

Training Program

The GM training environment includes both Web-Based Training (WBT) and Instructor-Based Training (IBT). The WBT courses are prerequisites for IBT courses and must be completed before you can participate in an IBT course. You will receive your own Log-in details, User Name & Password to the GM Training LMS website that gives you unlimited access, 24/7. There will be Major Course Examinations during this 16-week General Motors — Advanced Technician Training Program. You have to write all Major Course Examinations successfully to be able to graduate from this training program. Please, see the Memorandum of Agreement for further details.

Instructor Team

Name	Title
Mr. Carlos Javier VIII	Lead Technical Instructor
Mr. Ryan Coria	Technical Instructor
Mr. Charvic Nangcas	Technical Instructor
Mr. Rene Agsam	Technical Instructor
Mr. Edward Ariola	Technical Instructor
Mr. Rondy Pongot	Technical Instructor

Contacts:

Mr. Edward Romero

Training Center Manager

GM Advanced Technician Training Center

Ms. Angela Abiera

Training Specialist

GM Advanced Technician Training Center

All the staff members of TTI Global Philippines are wishing you an enjoyable training experience as you now are going to transform your professional career to become a GM — Advanced Technician with a great future within the General Motors — Middle East Operations.

Best regards

Tony Kruger

Training Operations Manager

GM Academy Middle East