

# CDC

WITH **aconex**



Secure a UK  
Certificate in



**NOCN APPROVED  
QUALIFICATION**

# CERTIFIED DOCUMENT CONTROLLER

# Introduction

The Certified Document Controller Course is a practical, career-oriented program designed to equip you with the skills needed to manage and control documents efficiently across industries such as construction, oil & gas, engineering, and corporate sectors.

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This course provides an internationally recognized NOCN (UK) certification, which adds strong value to your profile in Qatar's job market. A UK-accredited certificate demonstrates your skills meet global standards, helping you secure better job opportunities, career growth, and higher earning potential.

Ideal for both freshers and professionals, the course builds a solid foundation in document control while enhancing your existing skills in line with international best practices.

## What You Will Gain

- **Certified Document Controller Certificate (Qatar Attestable)**  
Approved and attestable by the Ministry of Foreign Affairs (MOFA Qatar) and Qatar Chamber, adding strong local credibility for employment in Qatar
- **Certified Document Controller – NOCN (UK) Certification**  
An internationally recognized UK qualification that proves your skills meet global industry standards and boosts your career opportunities worldwide
- **Hands-On Aconex (Australia) Experience**  
Practical training on one of the most widely used document control systems in major projects
- **Real Project-Based Knowledge**  
Learn how to manage drawings, submittals, RFIs, transmittals, and document registers in real work scenarios
- **Job-Ready Skills from Day One**  
Gain the confidence to handle full Document Controller responsibilities in construction, oil & gas, and engineering companies
- **Career Growth & Better Opportunities**  
Stand out in Qatar's competitive job market with both local and international certifications

# Certifications

Upon successful completion of the training and assessment, participants will be awarded:

- **Certified Document Controller Certificate**  
*(Attestable by the Ministry of Foreign Affairs – MOFA Qatar & Qatar Chamber)*  
A locally recognized certification that enhances employability within Qatar and validates professional competency in document control.
- **NOCN UK – Certified Document Controller Qualification**  
An internationally accredited UK certification demonstrating global industry standards in document control knowledge and practice.



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## Certified Document Controller – Course Outline with Aconex (Australia) Practical Training

### Module 1: Foundations of Document Control

- Complete role of a Document Controller in real projects
- Document lifecycle from creation to archiving
- Industry expectations and job responsibilities
- Understanding project documentation flow

### Module 2: Professional Document Management Systems (DMS)

- Working with modern Document Management Systems
- Document classification, coding, and numbering systems
- Version control, revision tracking, and status control
- Creating structured document filing systems (digital & manual)

### Module 3: Real-Time Document Control Procedures

- Step-by-step handling of incoming & outgoing documents
- Preparing and managing transmittals
- Document distribution matrix (DDM)
- Maintaining master document registers (MDR)
- Avoiding common industry mistakes

## Modules cont'



### **Module 4: Industry Standards & Project Documentation**

- Document control practices in construction & oil & gas projects
- Introduction to QA/QC documentation
- ISO 9001 concepts and audit-ready documentation
- Handling drawings, RFIs, submittals, and technical documents

### **Module 5: Aconex (Australia) – System Introduction**

- Complete overview of Aconex platform used in major projects
- Navigation, dashboard, and user roles
- Project setup and document structure
- Uploading, organizing, and controlling documents

### **Module 6: Aconex Practical – Hands-On Training**

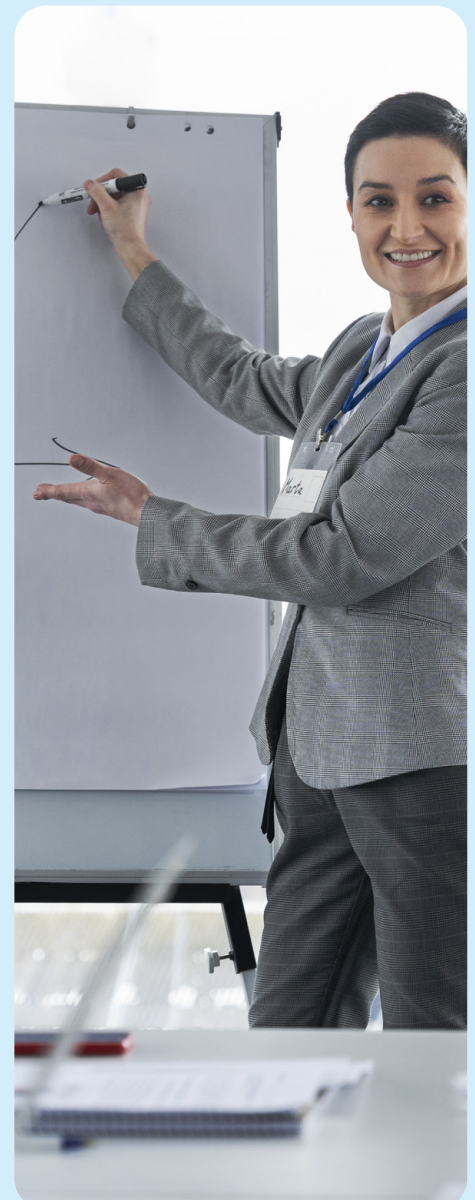
- Creating and managing document registers in Aconex
- Sending and tracking transmittals
- Workflow creation, review, and approval cycles
- Managing revisions and document status
- Handling project communication and correspondence

### **Module 7: Advanced Skills for the Workplace**

- Generating professional reports and dashboards
- Audit trails and document tracking for compliance
- Data security and access control
- Time-saving techniques used by experienced Document Controllers
- Coordination with engineers, QA/QC, and project teams

### **Module 8: Job-Oriented Case Study & Assessment**

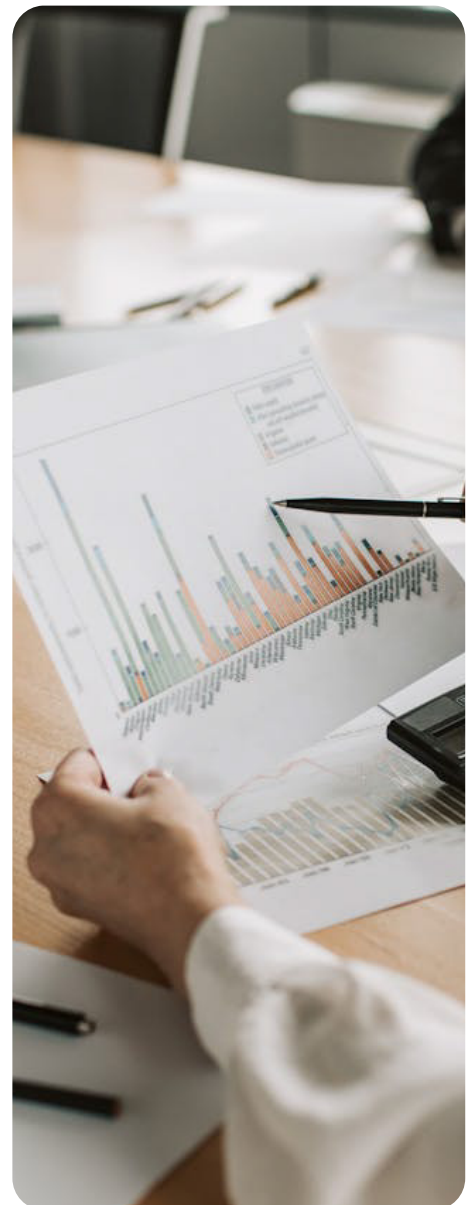
- Real project scenario simulation
- Practical tasks similar to actual job responsibilities
- Aconex-based assessment



# Course Objectives

**By the End of This Course, You Will Be Able To:**

- Understand the roles, responsibilities, and importance of a Document Controller across industries
- Apply complete document lifecycle management from creation to archiving
- Implement document control procedures including transmittals, tracking, and distribution
- Develop and manage document registers, logs, and filing systems accurately
- Use document numbering, version control, and revision management as per industry standards
- Handle key project documents such as drawings, RFIs, submittals, and technical documents
- Work confidently on Aconex (Australia) for document management, workflows, and communication
- Ensure compliance with ISO standards and audit requirements
- Generate reports, maintain audit trails, and manage document security
- Coordinate effectively with engineers, QA/QC teams, and project stakeholders
- Apply real-time industry practices to avoid common errors and improve efficiency
- Prepare for job roles and interviews as a professional Document Controller





## Key Training Methods

- **Blended Learning Approach (Classroom + Online Training)**  
Flexible training options with both classroom sessions (with full facilities) and live online training, allowing participants to learn at their convenience
- **Hands-On Practical Training**  
Participants will work directly on Aconex (Australia) and practice real document control activities used in live projects
- **Real-Time Industry Case Studies**  
Training includes real project scenarios covering drawings, RFIs, submittals, transmittals, and document registers
- **Instructor-Led Sessions**  
Delivered by experienced senior trainers with real industry exposure, ensuring practical insights beyond theory
- **Step-by-Step Demonstrations**  
Each concept is explained and demonstrated clearly before participants apply it through guided exercises
- **Interactive Exercises & Assignments**  
Regular tasks and activities to reinforce learning and build confidence in handling documentation
- **Group Discussions & Problem Solving**  
Encourage collaboration and understanding of real workplace challenges
- **System-Based Learning**  
Focus on using actual tools, formats, and templates followed in construction and engineering projects
- **Continuous Assessment & Feedback**  
Ongoing evaluation through practical tasks and a final assessment to ensure job readiness.





## About Oshree Training & Consultancy

Oshree Training & Consultancy stands at the forefront of delivering internationally recognized occupational safety qualifications.

With a strong presence across the GCC, India, and other global regions, we are a trusted training partner for professionals and organizations seeking excellence in workplace safety, management, environmental sustainability, and engineering disciplines.

Accredited by leading UK awarding bodies, Oshree is recognized by industries and universities for its commitment to quality education and consultancy services.

Our expertise extends beyond training—we actively support organizations in implementing best practices, compliance strategies, and workforce competency development.

As a premier provider of NVQ qualifications, Oshree has set a benchmark in assessment and learner success, boasting one of the highest track records of qualified professionals.



## Why Choose OSHTREE Training & Consultancy

- Leading training provider in Qatar with strong industry reputation
- International certification (NOCN UK) with global recognition
- Qatar attestable certificates (MOFA & Qatar Chamber approved)
- Experienced industry trainers with real project exposure
- Practical, job-oriented training with Aconex hands-on practice
- Flexible blended learning (classroom + online options)
- Real project-based learning for job readiness
- Career-focused guidance and interview preparation support
- OSHTREE – Build skills, gain certification, and start your career with confidence

### Oshtree & NOCN

NOCN is a globally recognized, market-leading awarding organization with over 30 years of experience in providing qualifications to a diverse range of centers, including FE colleges and training providers, both in the UK and internationally.

Specializing in regulated UK and international qualifications, NOCN also offers end-point assessments, endorsed programs, assured short courses, Smart Job Cards, assessment services, consultancy, and research, ensuring high standards of education and workforce development.

Oshtree is an approved NOCN center in Qatar and one of the few recognized centers in the GCC, delivering prestigious vocational qualifications.

As a trusted training provider, we offer industry-relevant programs that equip professionals with globally recognized certifications, fostering career growth and organizational excellence.



