



Quran Memorisation Associations Management Course: Circles, Teachers and Programme Quality



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Introduction:

Quran memorisation associations management, covering circles, teachers and programme quality, is a 5-day course for managers who direct, supervise and fund Tahfeez circles, ending with a Tahfeez Programme Quality and Operating Plan for a case association. Many associations grow their halaqas faster than their governance, so student progress goes unrecorded, teaching quality varies from circle to circle and donors receive enrolment counts instead of evidence of memorisation and retention. Nominees already manage circles, teachers or association budgets and work through case files of student logs, observation forms and donor reports. CoreConcept Training Center delivers this Quran memorisation associations management course.

Course Objectives:

- Assess an association's governance, circle portfolio and student outcomes using a current-state scorecard
- Structure board oversight, committees and delegated authority for a Quran memorisation association
- Design memorisation, revision and tajweed assessment plans that place each student at the right level
- Recruit, observe and appraise Quran teachers using a competency profile and a classroom observation form
- Apply child safeguarding controls to in-person and remote Tahfeez circles
- Report circle quality to boards and donors through a KPI dashboard and an outcome-based donor report

Target Audience:

- Managers responsible for directing Quran memorisation associations and their branches
 - Managers responsible for educational supervision of halaqa teachers and circle coordinators
 - Managers responsible for student admissions, placement and progress records
 - Managers responsible for donor relations, sponsorship and grant reporting in Islamic education charities
 - Managers responsible for remote and digital Quran learning services
 - Managers responsible for quality assurance and performance reporting in Islamic education nonprofits
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Course Outline:

Day 1: Quran Memorisation Associations Landscape and Current-State Assessment

- Tahfeez Association Mission, Beneficiary Segments and Service Map
- Halaqa Formats for Children, Youth, Women and Adults
- Hifz Progression Levels From Juz Targets to Ijazah
- Board, Executive and Educational Supervision Role Boundaries
- Association Health Check Using a Current-State Scorecard

Day 2: Governance Models, Memorisation Frameworks and Quality Standards

- Board Charter, Committees and Delegated Authority Matrix
- Theory of Change and Logic Model for Tahfeez Outcomes
- Memorisation and Muraja'ah Plan Design by Student Level
- Tajweed Assessment Rubric and Recitation Testing Bands
- Circle Quality Framework Covering Inputs, Processes and Outcomes

Day 3: Circle Operations, Teacher Management and Student Tracking

- Halaqa Timetabling, Circle Size and Student Placement Tests
- Student Record System for Daily Memorisation and Revision Logs
- Teacher Competency Profile and Structured Recruitment Interview
- Classroom Observation Form and Teacher Feedback Conversation
- Teacher Appraisal Cycle, Development Plans and Recognition Schemes

Day 4: Safeguarding, Remote Tahfeez, KPIs and Problem Cases

- Child Safeguarding Policy, Safer Recruitment and Concern Reporting
- Remote Tahfeez Platforms, Online Circle Etiquette and Attendance
- Tahfeez KPI Set for Retention, Progression and Completion
- Donor and Sponsor Reports With Cost per Hafiz Analysis
- Student Dropout, Teacher Turnover and Revision Decay Cases

Day 5: Case Study Tahfeez Programme Quality and Operating Plan

- Case Association Board and Circle Data Review
 - Case Teacher Observation Scores and Development Priorities
 - Case Safeguarding and Remote Circle Gap Analysis
 - Case KPI Dashboard and Donor Report Draft
 - Tahfeez Programme Quality and Operating Plan Completion
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Skills You Will Gain:

- Halaqa Portfolio Planning
- Student Placement Testing
- Memorisation Progress Tracking
- Teacher Classroom Observation
- Safer Recruitment Screening
- Remote Circle Management
- Outcome-Based Donor Reporting
- Nonprofit Board Oversight

Why Attend This Course:

- Deliver a Tahfeez Programme Quality and Operating Plan to the association director and the board education committee for approval
- Decide which circles to merge, expand or move online using retention, progression and cost evidence
- Avoid safeguarding incidents, unnoticed student regression and donor withdrawal caused by weak reporting
- Coach circle teachers and supervisors with the observation form, revision log and placement test used during the course

Conclusion:

Back at work, the participant presents the Tahfeez Programme Quality and Operating Plan to the association director, the board education committee and the donor relations lead. They use it to approve circle allocations, the teacher appraisal cycle, safeguarding controls and the KPIs reported to sponsors. After the first term under the plan, the unit should review student retention and revision results, teacher observation scores, safeguarding concerns raised and donor feedback, then adjust circle sizes, teacher development priorities and reporting formats.

Frequently Asked Questions FAQ:

What should participants know before the Quran memorisation associations management course?

Participants should already manage circles, teachers, admissions or funding in a Quran memorisation association or Islamic education charity. Personal memorisation of the Quran is not needed. Bringing anonymised student logs, a teacher evaluation form or a recent donor report helps during the case exercises.

How does Quran memorisation associations management differ from mosque operations or endowment governance courses?

It deals with the educational service: circles, students, teachers, safeguarding and circle quality. Mosque operations courses deal with buildings, maintenance and congregations, while endowment governance courses deal with trustee duties and asset investment, which are not covered here.

Which KPIs matter most in Quran memorisation associations management?

Student retention, verified memorisation progress, revision accuracy, teacher observation scores and cost per student completing a level matter most. Enrolment counts alone hide dropout and forgetting, so boards and donors need progression and retention evidence alongside attendance.

What do participants take back from the Quran memorisation associations management course?

Participants take back a Tahfeez Programme Quality and Operating Plan for a case association, with a governance matrix, circle placement plan, teacher appraisal cycle, safeguarding checklist, KPI dashboard and donor report template ready to adapt.