

LEARNERS INFORMATION BOOKLET

You are a school leaver and you want to follow a Technical and Vocational Education and Training (TVET) Programme

What are the options?

What are the pitfalls to avoid ?

Entrepreneurship

Tourism and
Hospitality

Manufacturing and
Processing

*How do you make
sure that you are
on the right track?*



*How do you ensure
that you finish your
training without
any undue stress?*

**Mauritius Qualifications
Authority**

Pont Fer
Phoenix, 73544
Phone: 686-1400
Fax: 686-1441
E-mail: office@mqa.mu
Website: <http://www.mqa.mu>



MAURITIUS QUALIFICATIONS AUTHORITY

In search of a training programme?

What you should look for:

- The training institution chosen is duly registered (the name and address should be as per Mauritius Qualifications Authority's registration).
- The Non-Award course is either approved or the Award programme is accredited by the MQA or other relevant regulatory body and is **still valid**.
- Ensure that any cost associated with the training programme is known (for example, enrolment, exams, re-sit, library or any other applicable fees).



- Any **scholarship** or other **grants** is thoroughly studied and advice sought (Note: scholarships or grants do not usually require the learner to sign a bank loan or any kind of surety). **Do not sign anything that looks suspicious.**



- In case where there are any job promise after the course is over, same should be verified. Do not hesitate to call the prospective employer(s) and ask if they have any agreement and other details deemed necessary.



- Be very careful in the two cases below:
 - ♦ an agent is doing door to door marketing of any training programme or training institution ;
 - ♦ if you receive a phone call informing you that your name has been chosen "in a lucky draw".

SCAM
ALERT
DON'T BE FOOLED

Do not commit yourself without checking all the points contained in this leaflet.

- Where a training institution is providing payment facilities, it is worth checking all the conditions attached. **It is to be noted that you may have to continue paying despite quitting the training programme.** It is essential that you read and understand each and every clause of the agreement.
- Contractual details and agreement (e.g. the terms and conditions regarding training provisions, rules/regulations, procedures and policies). You need to read and understand everything written, prior to signing, **even if verbally you are informed that it is only a formality for enrolment. You need to ensure that you have a copy of the contract of training signed between yourself and the training institution.**
- In case where the training institution has a separate refund policy, make sure that you understand and accept every clause therein.



To remember:

- ◆ **Registration and accreditation with relevant bodies should be checked.**
- ◆ **Refund policy, Terms and Conditions, Contract documents or even enrolment forms can contain important legal conditions. Make sure that you read, understand and agree to each condition.**
- ◆ **Never sign any paper until and unless you are 100% sure. If you do not have the time to read, do not sign.**
- ◆ **Any important information communicated to you needs to be in writing.**
- ◆ **Ensure that total cost of your training is known in advance.**

You have selected a training programme, so what's next?

What should be ensured:

- You meet the entry requirements for the training programme.
- You are aware of the total cost of the programme, i.e. course fees, exams fees and any other associated cost.
- You visit the training institution and you are satisfied with the location. Should any advance fees or deposit be required, it is advisable to pay directly at the training institution after having verified everything contained in this leaflet.



- A receipt is given to you for each and every payment made. Ideally, the receipt should detail what has been paid for and the person receiving the payment should sign on the receipt.



- There is a complaint procedure in place at the training institution in case of dissatisfaction on service delivered and also an appeal procedure.



What are your responsibilities as a learner?

Prior to signing any contract, you are expected to:

- assume responsibility of accuracy of information furnished in the application submitted.
- take good notice of conditions attached to enrolment and contractual agreement.
- be aware of the requirements of the course and the training institution.
- effect payment in a timely manner and ensure that sufficient funds are available for training and other expenses.

After enrolment, your responsibilities are to:

- attend induction and immediately seek clarifications in case of difficulties.
- behave decently at all times and take notice of prescribed rules and regulations.
- be familiar with the mode of assessment/examination .



During training, you are expected to:

- attend all training sessions and be punctual.
- behave decently at all times and take notice of prescribed rules and regulations.
- ensure compliance to assessment requirements e.g. meeting deadlines, taking part in assessments/examination).
- treat with care and respect all property of the training institution.
- ensure that contact details are correct and up-to-date (e.g. personal phone number, email address and residential address).
- inform the training institution of absences due to illness or other exceptional circumstances.

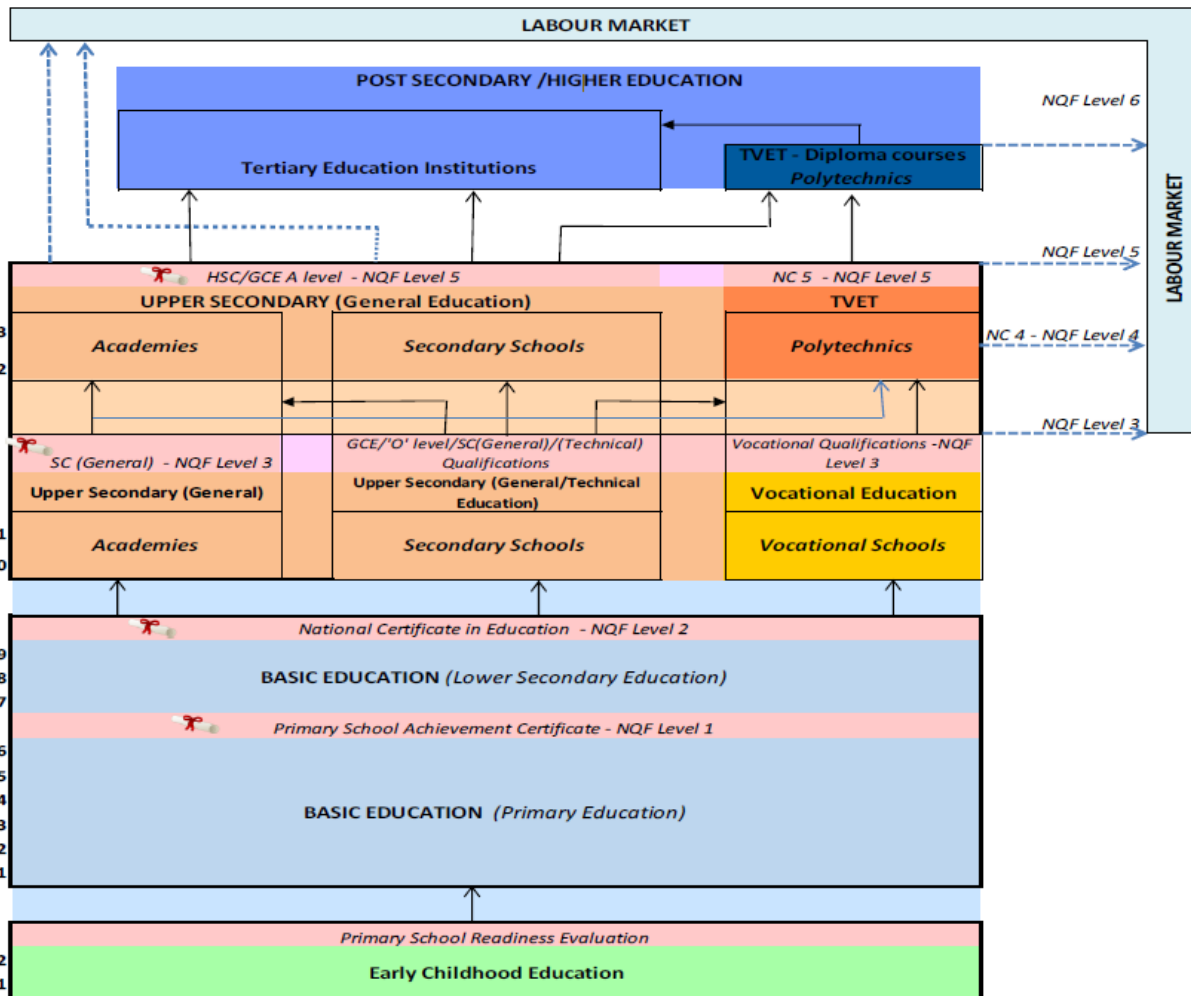


Attendance



Proposed Education Structure

AGE EXISTING NEW





MAURITIUS QUALIFICATIONS AUTHORITY

THE NATIONAL QUALIFICATIONS FRAMEWORK

LEVEL	PRIMARY / SECONDARY EDUCATION	TVET / WORKPLACE	TERTIARY EDUCATION	LEVEL
10			Doctorate	10
9			Masters Degrees e.g. MA, MSc, MPhil Post-Graduate Diploma, Post-Graduate Certificate	9
8			Bachelor Degree with Honours	8
7			Bachelor (Ordinary Degree)	7
6			National Diploma Level 6	Diploma
5	HSC / GCE 'A' Level /BAC / IBAC/ HSC Professional	National Certificate Level 5	Certificate	5
4		National Certificate Level 4		4
3	SC / GCE 'O' Level	National Certificate Level 3		3
2	National Certificate of Education (NCE)	National Certificate Level 2		2
1	Primary School Achievement Certificate (PSAC)	National Certificate Level 1		1