



MAURITIUS QUALIFICATIONS AUTHORITY

# ANNUAL REPORT

# 2015

## THE NATIONAL QUALIFICATIONS FRAMEWORK

LEVEL	PRIMARY/ SECONDARY EDUCATION	TVET / WORKPLACE	TERTIARY EDUCATION	LEVEL
10			Doctorate	10
9			Masters Degrees eg MA, MSc, M Phil Post-Graduate Certificate, Post-Graduate Diploma	9
8			Bachelor degree with Honours, Conversion Programmes	8
7			Bachelor (Ordinary Degree)	7
6		Diploma	Diploma	6
5	HSC / GCE 'A' Level / BAC / IBAC	Certificate	Certificate	5
4				4
3	SC / GCE 'O' Level			3
2				2
1			Certificate of Primary Education	1

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# Chairperson's and Director's Reports



## Chairperson's Report

On behalf of the Mauritius Qualifications Authority (MQA) Board, I would like to thank the Ag. Director and staff of the MQA for their dedicated effort and it is my honour and pleasure to present the Annual Report 2015 together with the financial statements for the period 01 January 2015 to 31 December 2015.

*S Kowlessur (Mrs)*  
Chairperson



## Director's Report

It is indeed a privilege for me to report on the activities of the Mauritius Qualifications Authority (MQA) to all partners of the training industry as well as to the public at large in respect of the financial year 2015.

Since the Authority had started its operations on 8<sup>th</sup> May 2002, it has strived towards attaining the highest standard in the Technical and Vocational Education and Training (TVET) sector in Mauritius. I can say that after more than a decade of existence, the MQA has made tremendous headway with the collaboration of key partners in the training sector.

I thank here the Honourable Minister of Education and Human Resources, Tertiary Education and Scientific Research, the Chairperson of the MQA Board together with the Members and all the colleagues of the Authority for their close collaboration and support.

I have the pleasure to submit details of activities carried out at the MQA in the year 2015 in the chapter on "Highlights of Activities for the Year 2015."



*Mr R K Phoolchand*  
**Ag. Director**



# Corporate Information



# Vision, Mission and Objects

## The Role of MQA

The Mauritius Qualifications Authority (MQA) was established as a body corporate under the Mauritius Qualifications Authority Act 2001. It operates under the aegis of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

The MQA became operational since 08 May 2002 and central to its regulatory function, the Authority has the key responsibility to maintain the National Qualifications Framework (NQF) - a system designed to recognise the attainment of knowledge, understanding and skills by people in Mauritius; to ensure compliance with provisions for registration and accreditation of training institutions; to ensure that standards and registered qualifications are internationally comparable; to recognize and evaluate qualifications for the purpose of establishing their equivalence in the TVET sector and to recognize and validate competencies acquired outside the formal education and training systems.



## Objects

As per the Mauritius Qualifications Authority Act 2001, MQA is responsible to:

- develop, implement and maintain a National Qualifications Framework;
- ensure compliance with provisions for registration and accreditation;
- ensure that standards and registered qualifications are internationally comparable.

## Services Offered

### Corporate Services

The Corporate Services Division is responsible for:

- General Administration
- Human Resources
- Information Systems
- Finance
- Procurement
- Registry
- Verification and Issue of Certificate of Registration
- Public Relations
- Stores & Documentation
- Assisting in Legal Matters

### Quality Assurance Services

The Quality Assurance Services Division is responsible for:

- Registration and accreditation of training institutions
  - Monitoring and evaluation of training institutions
  - Accreditation of award programmes
  - Approval of non-award courses
  - Update of databases with regard to training institutions and trainers
  - Policies in relation to regulation of training
- Registration of Managers
- Registration of Programme Officers
- Registration of Trainers

### Framework Services

The Framework Services Division is responsible for:

- Maintaining the NQF
  - Setting up Industry Training Advisory Committees (ITACs)
  - Developing and generating National Qualifications and Unit Standards in different sectors



- Promoting Recognition of Prior Learning (RPL) acquired outside the formal education system
  - Training of RPL Facilitators and Assessors
  - Registration of RPL Facilitators
- Granting Recognition and Equivalence to qualifications on the NQF

## Learner Attainment & Information Services

The Learner Attainment & Information Services Division is responsible for:

- Establishing and maintaining learning accounts and databases for the Technical and Vocational Education & Training (TVET) sector
- Compilation and submission of reports on statistics pertaining to TVET enrolment in MQA registered Training Institutions
- Keeping records of learners' accumulation and transfer of credits for NQF qualifications
- Handling complaints against training institutions and illegal operation on training

## The Mauritius Qualifications Authority Board

The MQA Board was reconstituted on 27 July 2015 as follows:

### Composition of the MQA Board in 2015

NAME	DESIGNATION	
Mrs S KOWLESSUR	-	Chairperson
Ms M J EUSTASIE	Head of Administration and Human Resource, Medscheme (Mtius) Ltd (Representative of Mauritius Employers' Federation)	Vice Chairperson
Mr R P RAMLUGUN	Ag. Senior Chief Executive, Ministry of Education & Human Resources, Tertiary Education & Scientific Research	Members
Mr M VARADEN	Deputy Permanent Secretary, Ministry of Education & Human Resources, Tertiary Education & Scientific Research	
Mrs K CHARITAR	Officer-in-Charge, Tertiary Education Commission	
Professor Dr K M S SOYJAUDAH (As from 17 August 2015)	Executive Director, Tertiary Education Commission	
Mr P K JOOSERY	Officer-in-Charge, Mauritius Institute of Training and Development	
Mr T CHELLAPERMAL	Chief Executive Officer, MCCI Business School (Representative of Registered Private Training Institutions)	
Mr A S HUSNOO	Independent Person	

## Profile of Board Members (2015)



**Mrs S KOWLESSUR** was as from May 2015, Consultant in Sales and Marketing at Toyota Mauritius. From August 2010 to December 2013, she was the Head of Corporate Affairs at the Barclays Bank after having been the Group Head of Marketing and Communication at Harel Mallac from April 2005 to July 2010. She worked as Manager, New Business Development at Novo Nordisk Ltd in South Africa for more than a year from March 2004 to March 2005 after leaving the British American Tobacco, Mauritius where she held the post of Marketing and Distribution Manager from April 2003 to February 2004. Mrs Kowlessur joined the company Poncini Ltd in January 1996 as Marketing Manager, Pharmaceuticals and left in January 2002. Before that, she worked as Management Consultant at Rogers & Co Ltd from November 1993 to December 1995. She was employed as Marketing Management Trainee at Sun International Hotels from November 1992 to October 1993 after having worked as Pharmacist at Groote Schuur Hospital in Cape Town, South Africa. Mrs Kowlessur holds a BSc in Pharmacy from the University of Cape Town and Masters in Business Administration from the same University.

**Ms M J EUSTASIE** is the holder of a BA (Hons) in Business Management from the University of Sunderland. She also holds a Diploma in Management as well as a Certificate in Management from the University of Leicester. Since August 2008, she has been the Head of Administration and Human Resource at Medscheme (Mtius) Ltd after having worked as Confidential/Personal Executive Assistant at the University of Technology, Mauritius from 2000 to 2008. She has also been the Confidential Secretary to the General Manager of Sitrac Ltd as well as to the Personnel Manager of Socota Textile Mills and has worked in Botswana as Secretary to the Director for a number of years at Ruth Basele Academy.



**Mr R P RAMLUGUN** holds a BA (Hons) in Administration from the University of Mauritius and a Post Graduate Certificate in Education from the Mauritius Institute of Education. He has worked in the private education sector prior to joining the Public Service as Administrative Officer in 1985. He served in various Ministries before acceding to the present position as Permanent Secretary at the Ministry of Education and Human Resources, Tertiary Education and Scientific Research since 2007. He has served as member in the Board of Directors of various parastatal bodies and Government owned companies. He has received the Award of 'Chevalier dans l'Ordre des Palmes Academiques' from the French Authorities in 2006.

**Mr M VARADEN** has worked from 1992 to 1995 at the then Ministry of Women's Rights, Child Development and Family Welfare; from 1995 to 1999 at the then Central Tender Board; from 1999 to 2001 at the Ministry of Finance & Economic Development; and from 2001 up to now at the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.





**Professor Dr K M S SOYJAUDAH** was appointed as Executive Director of the Tertiary Education Commission in August 2015. Professor Soyjaudah had a long and successful career at the University of Mauritius. He joined as a Lecturer in 1991 and was promoted to Senior lecturer in 1996 and further to Associate Professor in 2000. In 2006, he was promoted to Professor in Communications Engineering. During his years at the University of Mauritius, Professor Soyjaudah contributed significantly in academic research, namely in the fields of Communications Engineering and Computer Science and Engineering and is still actively involved in research. He has published about 210 Refereed International Research Journal and Conference Papers. He successfully supervised to completion two post-doctoral research fellows, 14 PhDs and one MPhil. He is currently supervising 13 PhDs in the fields of Electrical and Electronic Engineering and Computer Science and Engineering. His expertise in research is also regularly solicited by overseas universities namely in India and South Africa for the examination of PhD theses. A former student of Royal College of Port Louis, Professor Soyjaudah was the beneficiary of the UK Commonwealth Scholarship on two occasions, namely in 1979, when he read for a BSc (Hons) in Physics at the Queen Mary College, University of London and in 1989 when he joined King's College, University of London for a MSc in Digital Electronics. In 1998, he was awarded a PhD in Digital Communications Engineering by the University of Mauritius and won the Chan Tick Kan Gold Medal Prize for Pure Research. In 2007, he completed his LLB (Hons) from the University of London and obtained the VC Scholarship in 2013 the Manchester Law School, UK where he read for the Postgraduate Diploma in Legal Practice at the Bar. In November 2015, he called to the Bar at the Honourable Society of the Middle Temple, UK and became a Barrister Member of the Middle Temple, London, UK. Professor Soyjaudah also became an ADR Group Accredited Civil and Commercial Mediator in 2014. Professor Soyjaudah held key roles and functions in other organisations, namely as Chairman of Mauritius Qualifications Authority from 2002 to 2005, as Officer-in-Charge of the Mauritius Qualifications Authority in 2002. He is presently a Board member of the MQA. He chairs the Technical Committee and is a member of the Finance Committee of the MQA. His expertise was also called for in his capacity as a Board Director of Multicarrier (Mauritius) Ltd from 2001 to date. From November 2011 to January 2016, he was a Board Member and Technical Expert in the Energy Efficient Management office. Professor Soyjaudah is a Senior Member of the Institute of Electrical and Electronics Engineers.

**Mr P K JOOSERY** is holder of a BA Honours in Economics and a First Class MA in Economics. He started his professional career as Economist at the Ministry of Economic Planning and Development in 1985. He joined the Industrial and Vocational Training Board (now the Mauritius Institute of Training and Development) as Assistant Manager in 1990 and occupied the positions of Divisional Manager from 1993 to 2004 and Deputy Director from 2004 to 2012. Since September 2012 he was the Officer in Charge of the Mauritius Institute of Training and Development. From March 2009 to March 2010, he was in employment as Skills Development Expert at the International Labour Organisation. He is a member of the pool of experts in technical and vocational education and training of the Organisation Internationale de la Francophonie and the Association for the Development of Education in Africa. He has carried out consultancy assignments in different countries of Sub-Saharan Africa, funded by international organizations such as the World Bank, ILO, UNESCO, AfDB, OIFsida. He is a member of the Board of the Human Resource Development Council.





**Mr T CHELLAPERMAI** was the Chief Executive Officer of the Mauritius Chamber of Commerce and Industry Business School in 2015. He was Media and Communications Consultant at Finetune Communication from 2013 to 2014. He was appointed as Director General of the Mauritius Broadcasting Corporation (MBC) in 2002 and held the post until 2005. From 1996 to 2002, he worked as Head of Communications, Publishing & Multimedia at Beachcomber Hotels and prior to that, he was Advisor to the Prime Minister of Mauritius from 1991 to 1995. He worked as Journalist & News Presenter at the MBC from 1988 to 1991. Mr Chellapermal is the holder of a Masters in Information and Communication from the University of Grenoble, France and also holds a Masters in Journalism (D.E.S.S) from La Sorbonne Paris III University. He has been involved in a number of multimedia works and publications such as the National Communication Campaign for UNICEF Tanzania to combat violence against children.

**Mr A S HUSNOO** is the holder of a BSc Hons. (Special) in Physics from the University of London and also holds a Diploma in Education from the same university. He has worked as Education Officer in the public service from January 1967 to June 1996. He was then appointed in the post of Deputy Rector which he held until August 1998 when he was assigned the responsibility of the post of Rector. He retired as Rector from the Government service in 2001 and worked as Manager and Chief Operations Officer at Aleemiah College in Phoenix.



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## Secretary to MQA Board



**Mr K V MOOTEN** was the Acting Deputy Director & Registrar at the MQA. In this capacity, he has been acting as Secretary of the MQA Board in 2015 in addition to being Secretary of Human Resource Committee and Finance and Procurement Committee respectively. He is the holder of the following qualifications: Diploma in Management (Human Resources), B Sc., B Ed., P-G Dip. in Development Planning and Management, M Ed. and MBA. He is also the Chairperson of the Accreditation Committee, Recognition and Equivalence Committee and the MQA's Anti-Corruption Committee.



# Corporate Governance Report



## The Board

As per section 7 of the Mauritius Qualifications Authority Act 2001, the Board shall consist of

- (a) a Chairperson to be appointed by the Minister;
- (b) a Vice-Chairperson to be appointed by the Minister in consultation with the Mauritius Employers' Federation;
- (c) the Supervising Officer of the Ministry responsible for the subject of training;
- (d) the Permanent Secretary of the Ministry responsible for the subject of education or his representative;
- (e) the Director of the Tertiary Education Commission or his representative;
- (f) the Director of the Industrial and Vocational Training Board or his representative;
- (g) one representative of registered private training institutions to be appointed by the Minister;
- (h) one independent person to be appointed by the Minister.

After reconstitution in July 2015, the MQA Board was chaired by Mrs S KOWLESSUR.

## Meetings of the Board

The Board meets at least once a month, as provided by section 8 of the Mauritius Qualifications Act 2001.

Ordinary Meetings are well scheduled in advance and all papers are circulated at least forty-eight hours before the meetings.

Five members constitute the quorum.

The Director attends every meeting of the Board and takes part in the deliberations of the Board but does not vote on any matter before the Board.

The Secretary of the Board attends all Board meetings and records the minutes of all meetings.

## Statement of Attendance of Board

In 2015, five (5) Board meetings were held following the reconstitution of the Board.

The attendance of Board Members and Representatives at the meetings was as follows:-

NAME OF BOARD MEMBERS	NUMBER OF BOARD MEETINGS ATTENDED
Mrs S KOWLESSUR	5 out of 5
Ms M J EUSTASIE	3 out of 5
Mr R P RAMLUGUN	2 out of 5
Mr M VARADEN	4 out of 5
Professor Dr K M S SOYJAUDAH	3 out of 5
Mr P K JOOSERY	3 out of 5
Mr T CHELLAPERMAI	3 out of 5
Mr A S HUSNOO	5 out of 5

NAME OF REPRESENTATIVES	NUMBER OF BOARD MEETINGS ATTENDED
Mrs K CHARITAR (Tertiary Education Commission (TEC))	2
Mr Sayadaly MAUDARBOCUS (Mauritius Institute of Training and Development (MITD))	1



## Sub Committees of the Board

In accordance with the Mauritius Qualifications Authority Act, the Board had established four sub-committees namely, the Finance and Procurement Committee, the Human Resource Committee, the Technical Committee and the Audit Committee.

The sub-committees assist the Board by having a comprehensive and in-depth examination of specific issues.

Sub-committee meetings are scheduled before the Board meetings in advance and all papers are usually circulated at least forty-eight hours before the meetings.

The sub-committees of the Board consist of Members of the Board but the Board may co-opt persons who are not Members of the Board to the committees.

The Chairperson of each sub-committee then respectively submits recommendations to the Board through a Report.

The Director also attends each sub-committee meeting. Each sub-committee has a Secretary who records the minutes of all meetings.

## Finance & Procurement Committee

### *Composition*

The Finance and Procurement Committee is a sub-Committee of the Board comprising at least 3 members of the Board.

The Chairperson and Members of the Finance and Procurement Committee are appointed by the Board. In 2015, before the reconstitution of the Board, the composition of the Finance & Procurement Committee was as follows:

NAME	DESIGNATION	
Dr Ashok Kumar BAKHSHI	Executive Director, Tertiary Education Commission	Chairperson
Mr M Serge Axel Cyril PELLEGRIN	Secretary General, Insurers' Association of Mauritius	Member
Mr Carpen SINGELEEE	Manager, Financial Operations	Member

After the reconstitution of the MQA Board on 27 July 2015, the Finance and Procurement Committee comprised the following members:

NAME	DESIGNATION	
Mr M VARADEN	Deputy Permanent Secretary, Ministry of Education & Human Resources, Tertiary Education & Scientific Research	
Ms M J EUSTASIE	Head of Administration and Human Resource, Medscheme (Mtius) Ltd (Representative of Mauritius Employers' Federation)	
Professor Dr K M S SOYJAUDAH	Executive Director, Tertiary Education Commission	
Mr S MOOTHIA	Manager Financial Operations, Ministry of Education & Human Resources, Tertiary Education & Scientific Research	

## Terms of Reference

The Terms of Reference of the Finance and procurement Committee are as follows:

- (a) *Inspect MQA's financial reports*
- (b) *Recommend MQA's year-end Financial Statements to the Board*
- (c) *Examination of MQA's budget*
- (d) *Ensure compliance and review of the Financial Procedures*
- (e) *Examination of contracts for consultants*
- (f) *Approval for launching of Tenders/Quotations for:*
  - *Building and Construction Works*
  - *General Procurement*
- (g) *Opening of Tenders*
- (h) *Financial Evaluation of Projects*
- (i) *Other financial issues*

## Frequency of Meetings

The Finance and Procurement Committee meets at least quarterly and the participation of two members shall constitute the quorum. In case of urgency on financial issues, a meeting can be convened at a shorter interval.

## Statement of Attendance

In 2015, three (03) Finance & Procurement Committee meetings were held.

Before the reconstitution of the Finance & Procurement Committee in 2015, the attendance of the members at the meetings was as follows:-

NAME OF BOARD MEMBERS/REPRESENTATIVES	NUMBER OF FINANCE & PROCUREMENT COMMITTEE MEETINGS ATTENDED
Dr Ashok Kumar BAKHSHI	1 out of 1
Mr M Serge Axel Cyril PELLEGRIN	1 out of 1
Mr Carpen SINGELEEE	1 out of 1

After the reconstitution of the Finance & Procurement Committee in 2015, the attendance of the members at the meetings was as follows:-

NAME OF BOARD MEMBERS/REPRESENTATIVES	NUMBER OF FINANCE & PROCUREMENT COMMITTEE MEETINGS ATTENDED
Mr M VARADEN	2 out of 2
Ms M J EUSTASIE	1 out of 2
Professor Dr K M S SOYJAUDAH	2 out of 2
Mr S Moothia	2 out of 2

## Human Resource Committee

### Composition

The Human Resource Committee is a sub-committee of the Board comprising at least 3 members of the Board.

The Chairperson and Members of the Human Resource Committee are appointed by the Board. In 2015, the composition of the Committee was as follows:

NAME	DESIGNATION	
Mr R P RAMLUGUN	Ag. Senior Chief Executive, Ministry of Education & Human Resources, Tertiary Education & Scientific Research	Chairperson
Mr P K JOOSERY	Officer-in-Charge, Mauritius Institute of Training and Development	Member
Mr A S HUSNOO	-	Member
Mr T MAGALINGA PATTEN	Assistant Manager Human Resource, Ministry of Education & Human Resources, Tertiary Education & Scientific Research	Member

### Terms of Reference

The Terms of Reference of the Human Resource Committee are as follows:

- (a) *To recommend to Board for approval of all appointments, confirmations, promotions, induction of all staff and appropriate staff development*
- (b) *To consider and recommend to Board any disciplinary action envisaged related to either performance problems or conduct, as ascertained by MQA Management in relation to any Staff*
- (c) *To consider, deliberate and recommend to the MQA Board strategic HR issues and policies*
- (d) *To formulate projects on policy development and surveys to be undertaken by the HR Division*
- (e) *To ensure proper working environment within the organization as per the OHS Act*
- (f) *To ensure that the relevant sections of the Employment rights Act and Employment Relations Act are being implemented and ensure equal opportunities within the organization*

## Frequency of Meetings

The Human Resource Committee meets as and when required and the participation of two members constitutes the quorum.

## Statement of Attendance

In 2015, two (02) Human Resource Committee meetings were held.

The attendance of Board Members and Representatives at the meetings was as follows:-

NAME OF BOARD MEMBERS/ REPRESENTATIVE	NUMBER OF HUMAN RESOURCE COMMITTEE MEETINGS ATTENDED
Mr R P RAMLUGUN	2 out of 2
Mr A S HUSNOO	2 out of 2
Mr P K JOOSERY	2 out of 2
Mr T MAGALINGA PATTEN	2 out of 2

## Technical Committee

### Composition

The Technical Committee is a sub-committee of the Board comprising 5 members of the Board.

The Chairperson and Members of the Technical Committee are appointed by the Board.

In 2015, before the reconstitution of the Board, the composition of the Technical Committee was as follows:

NAME	DESIGNATION	
Mr J SOOBAGRAH	Director, Bonny Air Travel & Tour Ltd	Chairperson
Dr A K BAKHSHI	Executive Director, Tertiary Education Commission	Member
Mr P K JOOSERY	Officer-in-Charge, Mauritius Institute of Training and Development	Member
Mr R LAMA	Representative of Registered Private Training Institutions	Member

After the reconstitution of the MQA Board on 27 July 2015, the Technical Committee comprised the following members:

NAME	DESIGNATION	
Professor Dr K M S SOYJAUDAH (As from 23 September 2015)	Executive Director, Tertiary Education Commission	Member/ Chairperson
Ms M J EUSTASIE	Head of Administration and Human Resource, Medscheme (Mtius) Ltd (Representative of Mauritius Employers' Federation)	
Mr P K JOOSERY	Officer-in-Charge, Mauritius Institute of Training and Development	Member
Mr T CHELLAPERMAI	Chief Executive Officer, MCCI Business School (Representative of Registered Private Training Institutions)	Member
Mr L DESPOIS	Director, Ministry of Education & Human Resources, Tertiary Education & Scientific Research	Member

## Terms of Reference

The Terms of Reference of the Technical Committee are as follows:

- (a) *To recommend policies relevant to the National Qualifications Framework*
- (b) *To formulate and publish policies and criteria, in respect of the technical and vocational education training sector*
- (c) *Ensure compliance with provisions for registration, accreditation, approval and others*
- (d) *Other technical issues related to technical and vocational education and training*

## Frequency of Meetings

The Technical Committee meets as and when required with a quorum of at least three Members and may co-opt Members.

## Statement of Attendance

In 2015, six (06) Technical Committee meetings were held.

Before the reconstitution of the Technical Committee in 2015, the attendance of the members at the meetings was as follows:-



NAME OF BOARD MEMBERS/REPRESENTATIVES	NUMBER OF TECHNICAL COMMITTEE MEETINGS ATTENDED
Mr J SOOBAGRAH	1 out of 1
Dr A K BAKHSHI	1 out of 1
Mr P K JOOSERY	1 out of 1
Mr R LAMA	1 out of 1

After the reconstitution of the Technical Committee in 2015, the attendance of the members was as follows:

NAME OF BOARD MEMBERS/REPRESENTATIVES	NUMBER OF TECHNICAL COMMITTEE MEETINGS ATTENDED
Professor Dr K M S SOYJAUDAH	5 out of 5
Ms M J EUSTASIE	4 out of 5
Mr P K JOOSERY	5 out of 5
Mr T CHELLAPERMAI	4 out of 5
Mr L DESPOIS	5 out of 5

## Audit Committee

### Composition

The Audit Committee is a sub-committee of the Board which initially comprised one member of the Board, one representative from the Tertiary Education Commission and one representative from the Ministry of Education and Human Resources. In 2015, the Audit Committee was reconstituted with three members of the Board.

The Chairperson and Members of the Audit Committee are appointed by the Board.

In 2015, before the reconstitution of the Board, the composition of the Audit Committee was as follows:

NAME	DESIGNATION	
Dr (Mrs) Nalini LUCKHEENARAIN	Deputy Permanent Secretary, Ministry of Tertiary Education, Science, Research and Technology	Chairperson
Mr Chandrakant TOOLSEE (Representative of the Ministry of Education and Human Resources)	Director, Ministry of Education and Human Resources	Member
Mrs Karoona CHARITAR (Representative of the Tertiary Education Commission)	Financial Controller, Tertiary Education Commission	Member

After the reconstitution of the MQA Board on 27 July 2015, the Audit Committee comprised the following members:

NAME	DESIGNATION	
Mr T CHELLAPERMAI	Chief Executive Officer, MCCI Business School (Representative of Registered Private Training Institutions)	Chairperson
Professor Dr K M S SOYJAUDAH	Executive Director, Tertiary Education Commission	Member
Mr A S HUSNOO	-	Member

## Terms of Reference

The Terms of Reference of the Audit Committee have been amended as follows:

- (a) *Ensure that principles of corporate governance are being observed*
- (b) *Look after the functioning of the internal control system*
- (c) *Ensure the risk areas of the MQA's operations be covered in the scope of the internal and external audits*
- (d) *Focus on any accounting or auditing concerns identified as a result of the internal or external audits*
- (e) *Follow up on implementation of the recommendations of the National Audit Office*
- (f) *Ensure compliance with legal and regulatory requirements with regard to financial and administrative matters*
- (g) *Examination of the nature and extent of non-audit services provided by the external auditors, where applicable*
- (h) *Ensure that financial reports are published as per provisions of the MQA Act*



## Frequency of Meetings

The Audit Committee would meet on a quarterly basis. If required or in case of urgency, further meetings may be convened.

## Statement of Attendance

In 2015, two (02) Audit Committee meetings were held.

Before the reconstitution of the Audit Committee in 2015, the attendance of the members at the meetings was as follows:-

NAME OF BOARD MEMBERS/REPRESENTATIVES	NUMBER OF AUDIT COMMITTEE MEETINGS ATTENDED
Dr (Mrs) Nalini LUCKHEENARAIN	1 out of 1
Mr Chandrakant TOOLSEE (Representative of the Ministry of Education and Human Resources)	1 out of 1
Mrs Karoona CHARITAR (Representative of the Tertiary Education Commission)	1 out of 1

After the reconstitution of the Audit Committee in 2015, the attendance of the members was as follows:

NAME OF MEMBERS	NUMBER OF AUDIT COMMITTEE MEETINGS ATTENDED
Mr T CHELLAPERMAL	1 out of 1
Mrs K CHARITAR (Replacing Professor Dr K M S SOYJAUDAH)	1 out of 1
Mr A S HUSNOO	1 out of 1

## Statement of Remuneration of Board Members

The remuneration for Board Members and Representatives for the period 01 January 2015 to 31 December 2015 was as follows:

SN	NAME OF BOARD MEMBERS & REPRESENTATIVES	BOARD MEETINGS	F & P COMMITTEE	HR COMMITTEE	TECHNICAL COMMITTEE	AUDIT COMMITTEE	TOTAL
		Rs	Rs	Rs	Rs	Rs	Rs
1	Mrs S Kowlessur	142,500	-	-	-	-	142,500
2	Ms M J Eustasie	6,000	500	-	2,000	-	8,500
3	Mr R P Ramlugun	4,000	-	2,000	-	-	6,000
4	Mr M Varaden	8,000	1,500	-	-	-	9,500
5	Professor Dr K M S Soyjaudah	6,000	1,500	-	4,500	-	12,000
6	Mr P K Joosery	6,000	-	1,000	3,500	-	10,500
7	Mr T Chellapermal	6,000	-	-	2,000	1,000	9,000
8	Mr A S Husnoo	10,000	-	1,000	-	500	11,500
9	Mr J Soobagrah (Ex-Board Member)	-	-	-	1,000	-	1,000
10	Dr (Mrs) N Luckheerain (Ex-Board Member)	-	-	-	-	1,000	1,000
11	Dr A K Bakhshi (Ex-Board Member)	-	1,000	-	500	-	1,500
12	Mr R Lama (Ex-Board Member)	-	-	-	500	-	500
13	Mr M S Al C Pellegrin (Ex-Board Member)	-	500	-	-	-	500
14	Mrs K Charitar	4,000	-	-	-	1,000	5,000
15	Mr S Maudarbocus	2,000	-	-	-	-	2,000
16	Mr S Moothia	-	1,000	-	-	-	1,000
17	Mr T Magalinga Patten	-	-	1,000	-	-	1,000
18	Mr L Despois	-	-	-	2,500	-	2,500
19	Mr C Singelee	-	500	-	-	-	500
20	Mr C Toolsee	-	-	-	-	500	500
	<b>TOTAL</b>	<b>194,500</b>	<b>6,500</b>	<b>5,000</b>	<b>16,500</b>	<b>4,000</b>	<b>226,500</b>

## Related Party Transaction

Mr P K Joosery, Officer-in-Charge at MITD was a member of the MQA Board as well as a member of the Human Resource Committee and the Technical Committee. The MITD is a registered Training Institution with the MQA.

Mr T Chellapermal was the representative of Registered Private Training Institutions on the Board of the MQA. He is the Chief Executive Officer of MCCI Business School which is a registered Training Institution with the MQA.

Related party transactions were carried out at commercial terms and conditions.

## Statement of Directors' Responsibility

The Mauritius Qualifications Authority (MQA) has prepared the financial statements which give a true and fair view of its financial position and its financial performance as at the financial year end 31 December 2015.

The Directors of MQA confirm that in the preparation of the financial statements for the financial year ended 31 December 2015:

- appropriate accounting policies and standards have been used, consistently applied and have been supported by reasonable and prudent judgments and estimates;
- the accounting standards which have been followed have been stated and any material departure disclosed with reasons; and
- the financial statements have been prepared on a going concern basis.

The audit of the financial statements is carried out by the National Audit Office (NAO).

The auditor is responsible to report on whether the activities, financial transactions and information reflected in the financial statements were, in all material respects, in compliance with laws and authorities which govern them and that the financial statements were fairly represented.

*S Kowlessur (Mrs)*  
Chairperson

*Mr M Varaden*  
Board Member

## Directors' Statement for Internal Control

The Board of the MQA confirms its responsibility for the setting up of an effective internal control system implying that the MQA generates reliable financial reporting and substantially complies with the laws and regulations that apply to it and also to providing reasonable assurance regarding the achievement of its objectives.

The following internal control activities are in place at the MQA:

- Segregation of duties- duties are segregated among different people to reduce the risk of error or inappropriate action. Normally, responsibilities for authorizing transactions, recording transactions (accounting), and handling the related asset (custody) are divided.
- Authorization of transactions - review of particular transactions by an appropriate person. Management authorizes employees to perform certain activities and to execute certain transactions within limited parameters. In addition, management specifies those activities or transactions that need supervisory approval before they are performed or executed by employees. A supervisor's approval (manual or electronic) implies that he or she has verified and validated that the activity or transaction conforms to established policies and procedures.
- Retention of records - maintaining documentation to substantiate transactions.
- Supervision or monitoring of operations - observation or review of ongoing operational activity.
- Physical safeguards - usage of cameras, locks, physical barriers, etc. to protect assets and property of MQA. In addition, access to equipment, inventories, securities, cash and other assets is restricted.
- Top-level reviews-analysis of actual results versus organizational goals or plans, periodic and regular operational reviews and other key performance indicators (KPIs).
- IT Security - usage of passwords, access logs, etc. to ensure access restricted to authorized personnel.
- Top level reviews-Management review of reports comparing actual performance versus plans, goals, and established objectives.
- Controls over information processing - A variety of control activities are used in information processing. Examples include edit checks of data entered, accounting for transactions in numerical sequences, comparing file totals with control accounts, and controlling access to data, files and programs.

*S Kowlessur (Mrs)*  
Chairperson

*Mr T Chellapermal*  
Board Member

The graphic features a central white oval with a thick white border, containing the title text. This oval is part of a larger, abstract design of overlapping white shapes on a blue background. The background is decorated with various patterns: a top-left section with diagonal white lines, a top-right section with a white dot grid, and a bottom-left section with a white wavy line. The overall aesthetic is clean and modern.

# **MQA Organisation Structure in 2015**





The Mauritius Qualifications Authority (MQA) is headed by the Director who is assisted by the Deputy Director & Registrar. The activities of the MQA are organised under four Divisions namely: Corporate Services, Quality Assurance Services, Framework Services and Learner Attainment & Information Services as follows.

## Directorate



*Mr R Phoolchund  
Ag. Director*

Mr Robin K Phoolchund was the Director of MQA in an acting capacity in 2015. He was responsible for the execution of the policy, and the control and management of the day-to-day business of the organisation.

In 2015, the Ag. Director was assisted by Mr Kamalanaden Vella Mooten who was acting as Deputy Director & Registrar.



*Mr K V Mooten  
Ag. Deputy Director & Registrar*

## Corporate Services Division

In addition to shouldering the responsibility of Deputy Director & Registrar in an acting capacity, the Corporate Services Division was also managed by Mr K V Mooten. He was assisted by the Accountant, Administrative Officer and Systems Administrator.

The Corporate Services Division is responsible for General Administration, Finance, Procurement, Information Systems and Human Resource Management. The Division also assists in Legal Matters, carries out Verification & Issue of Certificate of Registration and also deals with Public Relations.

## Framework Services Division



*Mr V A Ramchurn  
Manager, Framework Services*

The Framework Services Division was managed by Mr Vijaye A Ramchurn. He was assisted by two Accreditation Officers. The Division is responsible for maintaining the National Qualifications Framework (NQF), setting up of the Industry Training Advisory Committees (ITACs) and developing and generating National Qualifications and Unit Standards in different sectors.

The implementation of Recognition of Prior Learning (RPL) within Mauritius and Rodrigues and the granting of recognition and equivalence to qualifications on the NQF also fall under the responsibility of this Division.

## Quality Assurance Services Division

The Quality Assurance Services Division was managed by Mr Ramesh Ramdass. He was assisted by four Accreditation Officers.

The Division is responsible for the registration of Training Institutions comprising monitoring and evaluation of Training Institutions, accreditation of award programmes, approval of non-award courses and formulation of policies in relation to regulation of training. In addition the Quality Assurance Services Division registers Managers, Programme Officers and Trainers. It is also the responsibility of this Division to develop quality assurance processes that are in line with international best practices.



*Mr R Ramdass,  
Manager, Quality Assurance*

## Learner Attainment & Information Services Division



*Mr S Bhunjun  
Manager, Learner Attainment  
and Information Services*

The Learner Attainment and Information Services was managed by Mr Subiraj Bhunjun. He was assisted by two Accreditation Officers.

The Division is responsible for establishing and maintaining learning accounts for Mauritians in the Technical and Vocational Education and Training Sector (TVET).

The Learner Attainment and Information Services Division is also responsible for the compilation and submission of reports on statistics pertaining to TVET enrolment in MQA registered Training Institutions, handling complaints against training institutions and illegal operation regarding training.



## Management and Staff in Year 2015

### Director

Vacant

### Deputy Director and Registrar

Mr Robin Krishnaduth PHOOLCHUND

- *(Was Ag. Director in 2015)*

### Managers

Mr Kamalanaden Vella MOOTEN

- *Manager, Corporate Services  
(Also assumed the responsibility of Deputy Director & Registrar in an acting capacity in 2015)*

Mr Vijaye Anand RAMCHURN

- *Manager, Framework Services*

Mr Ramesh RAMDASS

- *Manager, Quality Assurance Services*

Mr Subiraj BHUNJUN

- *Manager, Learner Attainment & Information Services*

### Accountant

Mrs Scilla DAWONAUTH

### Administrative Officer

Mr Jaydrutt MAKOONLALL

### Accreditation Officers

Mr Rajcoomar RAMCHURUN

Mr Ramsamy NOOKADEE

Mrs Pratima Rajeswaree HARDOWAR

Ms Urvasi Gowtam SANTOKHEE CHINNIAM

Ms Premila Devi RAMODHIN

Mr Vishal DEENOO

Ms Lutchmee Devi GOPEE

- *On Leave Without Pay as from 01 July 2015*

Mrs Geetanjali BAULAH-PADARUTH

### Systems Administrator

Mr Vishal MUNGROO

### Accounting Technician

Mrs Pasmawtee GOPEE

## ICT Technician

Mr Shahbaaz NOORMAHOMED

Mr Muhammad Amjud DOOKHAN

## Higher Executive Officers

Mrs Kooshmowtee SEEWOOCHURN

Mrs Usha BABOOLALL

Mrs Nodranee PUTTY

Mr Atmaram BALLOO

Ms Chetrani Kumari JANKEE

## Confidential Secretaries

Mrs Jacqueline CHAN PAK CHOON

Mrs Marie Stephanie MARGUERITTE

## Executive Officers

Ms Anjalee Devi PEEROO

Mrs Artee Devi DOOLUB

Mrs Swastee SUNYA NAIKU

Mrs Kavitah Devi BABOOLALL

## Clerk/Word Processing Operator/Receptionists

Mrs Preety KODI RAMANAH

Mrs Prema CAUNHYE

Ms Koujavalli NARAINA POULLE

Ms Visanjali VEEREN

Ms Bharati JAHUL

Mrs Joshi PILLAY VINAYAGAM

- (Until 16 September 2015)

Mrs Visnee Devi DHALIAH

- (Until 16 September 2015)

## Drivers/Office Attendant

Mr Joynauth RAMESSUR

Mr Ramchesse LOUIS

Mr Randheer LOLLJEE



# Highlights of Activities for the Year 2015



## Industry Training Advisory Committees

Industry Training Advisory Committees (ITACs) comprise representatives from the private and public sectors. The role of the ITAC is to generate Unit Standards and Qualifications at different levels of the NQF. Twenty one ITACs (namely in Tourism & Hospitality Management, Information & Communication Technology, Printing, Agro Industry, Automotive, Beauty Care and Hairdressing, Building Construction & Civil Engineering, Electrical & Electronic Engineering, Health & Social Care, Jewellery, Mechanical Engineering, Seafood & Marine Industry, Textile & Apparel, Automation & Robotics, Furniture Making, Handicraft, Language, Management, Transport & Logistics, Social Work, Special Education Needs) and two Committees in Adult Literacy and Early Childhood Education & Care have been set up in these sectors of the economy and have in 2015 developed 2 Qualifications and 5 previous qualifications have been reviewed.

## Generation of Unit Standards and Qualifications

In the financial year 2015, the ITACs set up have generated the following Qualifications at different levels of the National Qualifications Framework (NQF) together with their corresponding Unit Standards in different sectors of the economy as provided in the table below.

SN	QUALIFICATIONS REVIEWED/DEVELOPED IN 2015	NQF LEVEL	UNIT STANDARDS
1	National Certificate in Bakery - <i>(Reviewed in November 2015)</i>	3	27
2	National Certificate in Pastry - <i>(Reviewed in November 2015)</i>	3	26
3	National Certificate in Pastry - <i>(Reviewed in November 2015)</i>	4	33
4	National Certificate in Travel & Tourism - <i>(Reviewed in November 2015)</i>	4	31
5	National Certificate Level 3 in Agriculture - <i>(Reviewed in December 2015)</i>	3	51
6	National Certificate in Jewellery Making <i>(September 2015)</i>	4	16
7	National Certificate Level 4 in Special Education Needs <i>(November 2015)</i>	4	34

## National Certificates and National Diplomas

The reform in the TVET sector had started with the delivery of the National Certificates and National Diplomas developed by the MQA and the rendering of the Mauritian NQF more active. A number of the National Certificates under the National Qualifications Framework are being offered by both public and private training providers and the certificates are being awarded by awarding bodies including the Mauritius Institute of Training and Development (MITD), the Mauritius Institute of Health and the Open University of Mauritius.

These National Certificates and National Diplomas developed are also pitched on the National Qualifications Framework. MQA has therefore given a new impetus to TVET through the NQF where students can easily situate themselves in the Mauritian education and training system and hence make more informed decisions about their career and training pathways.

## Registration of Training Institutions/Managers/Programme Officers/Trainers, Accreditation of Training Programmes and Approval of Courses

As at 31 December 2015, 539 training institutions were registered with the MQA. These training institutions operate both in Mauritius and in Rodrigues. They have to meet strict requirements in accordance with all the criteria specified in the Authority's Quality Assurance Standards. As such, the registration of 8 training institutions has been cancelled in 2015 mainly for contravening the Registration Regulations and for being in breach of Conditions Governing the Registration of Training Institutions.

In 2015, the status of registration of training institutions, registration of Managers, Programme Officers/Trainers and the courses approved and accredited is illustrated in the table below:

ITEM/DESCRIPTION	NUMBER (IN 2015)
Training Institutions registered	52
Renewal of registration of Training Institutions	106
Cancellation of registration of Training Institutions	8
Registration of Managers	54
Renewal of registration of Managers	131
Registration of Programme Officers	52
Renewal of registration of Programme Officers	125
Registration of Trainers (New & Renewal)	1404
Courses approved (Non Award)	3592
Courses accredited (Award)	103

### Training Institutions

The table below shows the registered Training Institutions by sector during the year under review (2015).

Registration of New Training Institutions by Sector in 2015

SECTOR	NUMBER
Management	41
Leisure & Entertainment	1
Engineering	1
Diving	2
Beauty Care & Hairdressing	2
Management/Information Technology	2
Health & Social Care	1
Management/Engineering	2
TOTAL	52



## Trainers

The field in which Trainers are mostly registered is Management followed by Information Technology.

Since the inception, Trainers were registered for lifetime at the MQA but as from 2010, the Authority started to register Trainers for a period of three years and the registration can be renewed upon application. With the implementation of this policy to renew registration of Trainers every 3 years, the MQA has until the end of December 2015, 3,959 trainers in different fields whose registration was still valid. The trainers are registered on the basis of their field of competence at different levels on the National Qualifications Framework (NQF).

In 2015, the total number of new Trainers registered as well those who renewed their registration stood at 1404.

## Accredited Programmes

In 2015, 103 new training programmes were accredited and the total number of valid accredited training programmes until the end of December 2015 stood at 340 and these are being delivered by some 60 training institutions.

Accreditation of an award programme is a multi-step activity, all of which are defined in the Quality Assurance Standards of the Authority. The outcome of the programme is the award of a certificate to successful candidates after a formal assessment exercise. This certificate is approved and recognized as formal learning. Award programmes are pitched on specific levels of the National Qualifications Framework (NQF), enabling students to know their learning pathway, should they want to study further.

ITEM/DESCRIPTION	NUMBER (in 2015)
Training Programmes Accredited	103
Training Institutions delivering accredited training programmes	60
Total valid accredited training programmes until 31 December 2015	340

## Approval of Non Award Courses

The MQA also deals with applications for the approval of short courses, commonly termed as ‘non-award courses’. These are generally awareness courses, without any formal assessment of the learning achieved, and usually culminate in the conferring of a Certificate of Attendance. Non-award courses can be dispensed by duly MQA registered training institutions, companies or be run in-house subject to prior approval of the said courses by the Authority.

The request for approval of non-award courses has constantly been on demand at the Authority, with 3592 such courses approved in 2015.

## Recognition and Equivalence of Qualifications

MQA, being entrusted with the responsibility to cater for the Recognition and Equivalence of qualifications in the Technical and Vocational sector, has in 2015 dealt with 99 cases of Recognition while the number of cases of Equivalence treated was 22.

The Policy on Recognition and Equivalence is inspired by the principles of access to the world of work and subsequently to lifelong learning. It is based on the Lisbon Convention on the recognition of qualifications (Lisbon 11.IV.1997) and on the principles stipulated in the UNESCO/Council of Europe Code of Practice in the provision of transnational education. The policy has also been benchmarked against best practices available in European countries as well as South Africa and New Zealand.

Recognition of qualifications can be defined as the evaluation and validation of qualifications thereby giving the holder of the qualification the right to be considered for admission to further higher education and/or employment activities.

On the other hand, Equivalence of qualifications can be defined as the formal establishment of two qualifications that are of comparable standard or level with a view to allowing access to educational and/or employment activities.

## Recognition of Prior Learning (RPL)

The implementation of Recognition of Prior Learning (RPL) has been a major landmark in the achievements of the MQA. It has proved to be an invaluable asset in the reintegration of skilled workers into the education and training system and encouraging the concept of Lifelong Learning. Pilot projects were conducted in the tourism and construction sectors in 2007 and 2008 respectively and as a result of their success, RPL was subsequently launched at national level. To date RPL has been extended to all sectors of the Mauritian economy. In order to continually support the implementation process, 51 Facilitators and 20 Assessors have been trained in 2015.

In 2015, unfortunately there was no person who has acquired a full qualification through RPL or has been attributed a partial qualification.

The concept of RPL is being promoted countrywide and training in RPL has been provided to various institutions, namely Veranda Group, Prisons Office, Pay Research Bureau and Mahatma Gandhi Institute amongst others.

The RPL system as set up by the MQA comprises 3 stages, namely Pre-screening, Facilitation and Assessment. In general people having at least 3 years of experience in the field can apply for RPL at the MQA. RPL Facilitators are then assigned to the applicants to build their portfolio of evidences. Once completed, the applicant forwards his portfolio to the MQA. The portfolio is subsequently forwarded to the awarding body for RPL Assessment. The assessment can result in a full qualification or a Record of Learning in case of partial qualification.

## RPL in Rodrigues

Recognition of Prior Learning (RPL) in five sectors namely Tourism, Construction, Printing, Plumbing and Adult Literacy has also been initiated in Rodrigues. The MQA has been working in close collaboration with the Commission for Education and Training in Rodrigues and campaigns have been effected to sensitise both members of the public and companies over there about the concept of RPL. This has allowed people in Rodrigues having experience and know-how in the above-mentioned sectors to apply at the MQA to obtain a qualification after submission of their portfolios for a thorough assessment. In 2015, 7 Facilitators and 5 Assessors have been trained in Rodrigues.

In addition to the above sectors, the MQA is also implementing RPL in Social Work in Rodrigues with the collaboration of the United Nations Development Programme (UNDP) and the Ministry of Social Security, National Solidarity and Reform Institutions. A Workshop for training of potential RPL Facilitators was conducted in Rodrigues on 10-11 August 2015.



## Events in 2015



Workshop on Training of RPL Facilitators in the Conference Room of MITD

Following an expression of interest launched by MQA for potential Recognition of Prior Learning (RPL) Facilitators, a two-day Workshop on Training of RPL Facilitators was held in two batches on 26 & 27 February 2015 and 05 & 06 March 2015 in the Conference Room of MITD and MQA respectively. 41 participants in total attended those two workshops.



Benchmarking visit at the MQA effected by two Officers of the Botswana Qualifications Authority

Mr M Richard T Sengalo, Manager Standards Division and Mrs Bokota M Raboijane, Senior Project Officer from the Botswana Qualifications Authority were on a benchmarking visit at the MQA from 16 to 20 March 2015.



Working session of the two delegates from the Ministry of Education and Training of Swaziland with officers of the MQA

Mr Patrick Muir, Principal Secretary and Mr Earnest Simelane, Senior Inspector Prevocational Education from the Ministry of Education and Training of Swaziland effected a visit at the MQA on 27 March 2015 with a view to sharing of experience on the implementation of the NQF in respective countries and exploring possible areas of cooperation.

## Events in 2015



A delegation comprising 12 officers from the Zambian Parliamentary Committee on Education, Science and Technology including Dr Christopher Kalila, Member of the Parliament, Chairperson and Leader of the Delegation visited MQA on 06 April 2015.

Study visit effected by delegates of the Zambian Parliamentary Committee

A delegation of 6 people from the Technical, Entrepreneurial and Vocational Education and Training Authority (TEVETA) of Malawi comprising among others Mr David Ngulinga TEVETA, Vice Board Chair (Leader of the delegation) was on a benchmarking visit at the MQA from 25 to 27 May 2015.



Benchmarking visit at MQA by delegates of TEVETA, Malawi



Capacity Building Workshops on RPL in Social Work Practice facilitated by Dr V Veeran, UNDP Consultant

The Mauritius Qualifications Authority (MQA) organised two back-to-back Capacity Building Workshops on Recognition of Prior Learning in Social Work Practice from 22nd to 25th June 2015 at Voila Hotel, Bagatelle in the context of the implementation of RPL therein. The workshops were facilitated by Prof Dhanabakium Lukshmi (Vasintha) Veeran, International UNDP Consultant, Mr Rajcoomar Ramchurun and Mr Vijaye Anand Ramchurn, MQA Officials and they took the form of presentations on specific RPL facilitation and RPL assessment topics as well as a series of role plays followed by plenary discussions.

The MQA organised a Validation Workshop on the Recognition of Prior Learning Policy held on 26 June 2015 at Voila Hotel, Bagatelle with a view to enhancing the RPL Process. The points highlighted during the workshop, with a view to resolving the issues raised by the stakeholders, were compiled and the recommendations were formulated together with mention of their feasibility in terms policy implications as well as their implementation schedule.



The MQA embarked on a 30-hour training in customer service (Perfectionnement à l'accueil téléphonique et au face à face) for all the staff in two batches and the training was conducted once every week in a one and a half hour session by the Institut Français de Maurice. The first batch started on 23 June 2015 while the second on 28 September 2015.



A welcome address by the Ag. Deputy Director & Registrar before the start of the training on customer service by IFM



The Ag. Director, Mr R Phoolchund addressing the stakeholders

In addition to the Tourism, Construction, Printing, Plumbing and Adult Literacy sectors, the MQA is also implementing RPL in Social Work in Rodrigues with the collaboration of the United Nations Development Programme (UNDP) and the Ministry of Social Security, National Solidarity and Reform Institutions. A Workshop for training of potential RPL Facilitators in Social Work Practice was thus conducted in Rodrigues on 10-11 August 2015.

In line with the objective of professionalising the Social Work Sector in Mauritius, the national qualification "National Certificate (NC) Level 2 in Social Work Practice" was developed by the MQA and an advanced Training Programme on RPL was conducted at the MIE Lecture Theatre from 28 September to 01 October 2015

Opening Ceremony of the advanced Training Programme on RPL conducted at the MIE Lecture Theatre ▶

With a view to eventually developing a Quality Assurance Framework for the education and training sector in Mauritius, the MQA organized a full-day Focus Group Discussion with different stakeholders at Voila Bagatelle on 30 June 2015 to review the Quality Assurance mechanism.

by the Ministry of Social Security, National Solidarity and Reform Institutions. The workshop was facilitated by the MQA and the MIE.





Study tour at the MQA by a delegation from TEVETA

A delegation from Technical, Entrepreneurial and Vocational Education and Training Authority (TEVETA) of Malawi, comprising Albert Elliot Wasiri, Senior Training Specialist - Apprenticeship, Andrew Nepier Mtemwende, Senior Assessment and Moderation Specialist, Catherine Zawanda, Registration and Compliance Specialist and Bahati Chauma, Assistant Registration and Compliance Specialist was on a study tour at the MQA from 26 to 29 October 2015. During their visit, they were exposed to the processes involved in respect of the different functions of the Authority and had working sessions with other relevant stakeholders.

## Staff Training

Mrs S Naiku attended a one-day Workshop on Evolution of the Workers' Environment and its Impact on Workers' Rights and on their Socio-economic Status organized by the Federation of Civil Service and Other Unions on 30 April 2015.

The following officers followed a 30-hour course at the MQA on "Perfectionnement à l'Accueil Téléphonique et au Face à Face" conducted by the Institut Français de Maurice from 23 June to 03 November 2015: Mrs P Caunhye, Mrs P Kodi-Ramanah, Ms V Veeren, Mrs J Pillay Vinayagam, Mrs V Dhaliah, Mrs K Naraina Poulle, Mrs B Jahul, Mrs S Sunya Naiku, Mrs A D Doolub, Ms C Jankee, Mrs J Chan Pak Choon and Mrs N Putty.

Another batch of officers comprising Mrs M S Margueritte, Mr J Makoonlall, Mrs K Seewoosoon, Ms A Peeroo, Mrs K D Baboolall, Mrs P Hardowar, Ms P D Ramodhin, Mr V Deenoo, Mr A Balloo, Mr R Ramchurun, Mr R Nookadee, Mrs U G Santokhee Chinniah, Mrs G Baulah Padaruth, and Mr A Dookhan followed the same course from 28 September 2015 to 11 April 2016.



Ms Namucana Musiwa - Chairperson of Board of ZAQA signing the MQA Visitor's Book

A delegation from the Zambia Qualifications Authority (ZAQA), a statutory body under the Ministry of Education, Science, Vocational Training and Early Education (MESVTEE) in Zambia, was on a study tour at the MQA from 05 to 06 November 2015. The delegation comprised Ms Namucana Musiwa - Chairperson of Board of ZAQA (Delegation Leader), Mrs Mirriam Chiyaba - the Director and Chief Executive Officer of ZAQA and Ms Elly S. Mwale - the Chairperson of Board of ZAQA Standards Setting Committee. The visit was effected with the objective to obtaining an overview of the MQA with a specific focus on operations of the Authority and its functions.

Mrs S Dawonauth followed a four half-day Initial Training Programme for Integrity Officers organized by the Ministry of Civil Service & Administrative Reforms and the Independent Commission Against Corruption in collaboration with the United Nations Office on Drugs and Crime from 29 June to 02 July 2015. She then followed a four full-day Advanced Training Programme for Integrity Officers from 10 to 14 August 2015.

Mr R Phoolchund attended the Workshop on the theme 'Strategy, Talent & Leadership for Growth' organized by the NPCC on 03 September 2015.

Mr V Mungroo participated in the e-Gov Conference 2015 organized jointly by the State Informatics Limited and Oracle on 07 & 08 October 2015.

The following officers followed a two half-day Training Programme on Performance Management System (PMS) for Appraisers at the MQA on 10 & 11 December 2015: Mr R Phoolchund, Mr K V Mooten, Mr R Ramdass, Mr S Bhunjun, Mrs S Dawonauth, Mr J Makoonlall, Mr R Ramchurun, Mr R Nookadee, Mrs P R Hardowar, Mrs U G Santokhee Chinniah, Mr V Mungroo and Mrs N Putty.

## Overseas Mission/Seminar

Mr R Phoolchund participated in the VUSSC Transnational Qualifications Framework Meeting in Malaysia from 04 - 06 March 2015. He also attended the Meeting on Recognition of Prior Learning and Good Practices in Skills Development organised by the SADC/ILO in Johannesburg, South Africa from 18 to 21 August 2015.

Mr Vijaye Anand RAMCHURN and Mr Subiraj BHUNJUN effected an exchange visit at the Seychelles Qualifications Authority (SQA) from 06 to 10 October 2015 in the context of the 10th Session of the Seychelles - Mauritius Commission on Bilateral Cooperation.



Participation of the MQA at the SADC/ILO Meeting in Johannesburg



**Auditor's Report -  
Financial Statements  
for 2015**







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# REPORT OF THE DIRECTOR OF AUDIT

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**On the Financial Statements  
of the Mauritius Qualifications Authority  
for the year ended 31 December 2015**

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**NATIONAL AUDIT OFFICE**

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# NATIONAL AUDIT OFFICE

## REPORT OF THE DIRECTOR OF AUDIT TO THE BOARD OF THE MAURITIUS QUALIFICATIONS AUTHORITY

### Report on the Financial Statements

I have audited the Financial Statements of the Mauritian Qualifications Authority which comprise the statement of financial position as at 31 December 2015, and the statement of financial performance, the statement of changes in net assets/equity the cash flow statement and the statement of budget, actual and accrued-based amounts for the year then ended and a summary of significant accounting policies and other explanatory information.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the International Public Sector Accounting Standards and in compliance with the Statutory Bodies (Accounts and Audit) Act, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditor's Responsibility*

My responsibility is to express an opinion on these financial statements based on my audit. I conducted my audit in accordance with International Standards of Supreme Audit Institutions. Those Standards require that I comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of the accounting principles used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a reasonable basis for my audit opinion.



## Opinion

In my opinion, the financial statements give a true and fair view of the financial position of the Mauritius Qualifications Authority as at 31 December 2015, and of its financial performance and its cash flows for the year then ended in accordance with the International Public Sector Accounting Standards.

## Report on Other Legal and Regulatory Requirements

### *Management's Responsibility*

In addition to the responsibility for the preparation and presentation of the financial statements described above, management is also responsible for ensuring that the activities, financial transactions and information reflected in the financial statements are in compliance with the laws and authorities which govern them.

### *Auditor's Responsibility*

In addition to the responsibility to express an opinion on the financial statements described above, my responsibility includes expressing an opinion on whether the activities, financial transactions and information reflected in the financial statements are, in all material respects, in compliance with the laws and authorities which govern them. This responsibility includes performing procedures to obtain audit evidence about whether the entity's expenditure and income have been applied for the purposes intended by the legislature. Such procedures include the assessment of the risks of material non-compliance.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my qualified opinion.

### *Opinion on Compliance*

#### *Statutory Bodies (Accounts and Audit) Act*

The financial statements for the year ended 31 December 2015 were received at my Office on 6 May 2016. Following examination of the financial statements, a few amendments had to be made. The amended financial statements were received on 26 April 2017. The Annual Report was received on 5 June 2017, that is, some 13 months after the statutory date limit of 30 April 2016.

In my opinion, except for the delay in the submission of the Annual Report, in all material respects, the activities, financial transactions and information reflected in the financial statements are in compliance with the Statutory Bodies (Accounts and Audit) Act.

#### *Public Procurement Act*

The Mauritius Qualifications Authority is responsible for the planning and conduct of its procurement. It is also responsible for defining and choosing the appropriate method of procurement and contract type in accordance with the provisions of the Act and relevant Regulations. My responsibility is to report on whether the provisions of Part V of the Act regarding the Bidding Process have been complied with.

In my opinion, the provisions of Part V of the Act have been complied with as far as it appears from my examination of the relevant records.



**K.C.TSE YUET CHEONG (MRS)**  
**Director of Audit**

National Audit Office  
Level 14, Air Mauritius Centre

**Port Louis**

29 June 2017



**FINANCIAL STATEMENTS  
FOR THE YEAR ENDED  
31 DECEMBER 2015**



MAURITIUS QUALIFICATIONS AUTHORITY

**MAURITIUS QUALIFICATIONS AUTHORITY**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 DECEMBER 2015**

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# MAURITIUS QUALIFICATIONS AUTHORITY

## STATEMENT OF OUTTURN

### FOR THE YEAR ENDED 31 DECEMBER 2015

ITEM	APPROVED BUDGET	ACTUAL EXPENDITURE
	Rs	Rs
<b>Income</b>		
Opening balance	836,000	
Income from fees	10,000,000	9,772,800
Recurrent Government grant	19,750,000	18,840,629
Other income	108,200	123,300
Capital Government grant	1,000,000	484,725
<b>Total Income</b>	<b>31,694,200</b>	<b>29,221,454</b>
<b>Expenditure</b>		
<b>Recurrent</b>		
Salary	16,303,000	15,793,418
Allowances	370,000	330,595
Extra assistance	-	-
End of year bonus	1,450,000	1,273,775
Gratuity/annual leaves refund	-	-
Sick leave	578,000	577,842
Travelling & transport	2,200,000	2,123,814
Overtime	175,000	167,593
Staff welfare	30,000	56,043
Passage benefits	450,000	674,428
Family Protection Scheme/National Pension Fund/Medical insurance contributions	725,000	680,541
Pension	1,600,000	1,507,850
<b>Total staff costs</b>	<b>23,881,000</b>	<b>23,185,899</b>
Telephone bills	200,000	209,936
Rental of building and related charges	3,176,200	2,872,399
Postage	112,000	102,579
Cleaning materials	30,000	28,864
Office sundries	60,000	83,501

# MAURITIUS QUALIFICATIONS AUTHORITY

## STATEMENT OF OUTTURN

### FOR THE YEAR ENDED 31 DECEMBER 2015

ITEM	APPROVED BUDGET	ACTUAL EXPENDITURE
	Rs	Rs
Maintenance - buildings	25,000	39,739
Insurance - fire and allied perils, employers liability, group personal accident, public liability etc	120,000	117,428
Maintenance and insurance of vehicles	200,000	130,122
Maintenance - furniture, office & IT equipment	675,000	621,618
Stationeries and publications	450,000	411,815
Books and periodicals	25,000	3,150
Public notices	75,000	54,467
Magazines and newspapers	30,000	31,501
Mission expenses	100,000	3,261
Fees to Chairman and members of Board and Committees	650,000	319,347
Fees for training	175,000	165,000
Audit fees	75,000	-
Legal and professional fees	75,000	70,004
Hospitality and ceremonies	80,000	82,201
Seminar and workshops	225,000	243,199
International membership	70,000	67,602
<b>Total Goods and Services</b>	<b>6,628,200</b>	<b>5,657,733</b>
<b>Total</b>	<b>30,509,200</b>	<b>28,843,632</b>
<b>Capital</b>		
Acquisition of assets	1,000,000	484,725
<b>Total</b>	<b>1,000,000</b>	<b>484,725</b>
<b>Total Expenditure</b>	<b>31,509,200</b>	<b>29,328,357</b>

The statement of outturn for the year ended 31 December 2015 has been presented on a cash basis.

# MAURITIUS QUALIFICATIONS AUTHORITY

## STATEMENT OF FINANCIAL POSITION AS AT 31 DECEMBER 2015

	Notes	2015 Rs	2014 Rs
<b>ASSETS</b>			
<b><u>Current assets</u></b>			
Trade and other receivables	4	333,206	679,048
Car loan receivable	5	315,903	618,653
Cash and cash equivalents	6	1,477,564	2,202,154
		<u>2,126,673</u>	<u>3,499,855</u>
<b><u>Non-current assets</u></b>			
Property, plant and equipment	7	2,290,258	2,267,289
Long term car loan receivable	5	449,353	765,256
		<u>2,739,611</u>	<u>3,032,545</u>
<b>Total Assets</b>		<u><b>4,866,284</b></u>	<u><b>6,532,400</b></u>
<b>LIABILITIES</b>			
<b><u>Current liabilities</u></b>			
Trade and other payables	8	1,615,958	1,537,874
Employee benefit obligations	9	453,000	462,000
Car loan payable	10	315,903	618,653
		<u>2,384,860</u>	<u>2,618,527</u>
<b><u>Non-current liabilities</u></b>			
Employee benefit obligations	2.7, 9	12,859,303	11,255,254
Car loan payable	10	449,353	765,256
		<u>13,308,656</u>	<u>12,020,511</u>
<b>Total Liabilities</b>		<u><b>15,693,517</b></u>	<u><b>14,639,037</b></u>
<b>Net Assets</b>		<u><b>(10,827,232)</b></u>	<u><b>(8,106,637)</b></u>
<b>EQUITY</b>			
Capital grants	11	2,642,273	2,927,734
General fund	12	(13,469,505)	(11,034,371)
<b>Total Equity</b>		<u><b>(10,827,232)</b></u>	<u><b>(8,106,637)</b></u>

The Notes to the Accounts on pages 11 to 24 form part of the financial statements.

Mrs S Kowlessur, Chairperson

Mr M Varaden, Board Member

Date:

  
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 21/4/17  
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## MAURITIUS QUALIFICATIONS AUTHORITY

### STATEMENT OF FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 DECEMBER 2015

	<u>Notes</u>	2015 Rs	2014 Rs
<b>REVENUE</b>			
Grants	13	19,610,815	18,141,072
Income	14	9,968,979	10,153,670
<b>Total Revenue</b>		<b>29,579,792</b>	<b>28,294,742</b>
<b>EXPENSES</b>			
Operating expenses	15	26,068,111	26,350,396
Administrative expenses	16	5,933,458	6,145,371
Finance costs	17	13,359	12,764
		<b>32,014,927</b>	<b>32,508,531</b>
<b>Deficit for the year</b>		<b>(2,435,134)</b>	<b>(4,213,789)</b>

*The Notes to the Accounts on pages 11 to 24 form part of the financial statements.*

## MAURITIUS QUALIFICATIONS AUTHORITY

### STATEMENT OF CHANGES IN NET ASSETS/EQUITY FOR THE YEAR ENDED 31 DECEMBER 2015

	Year ended 31 December 2014		
	Capital Grants Rs	General Fund Rs	Total Rs
Balance as at 01 January 2014 as previously reported	3,788,934	(6,820,582)	(3,031,648)
Grant received for the Year	812,872	-	812,872
Grant credited to Statement of Financial Performance	(1,674,072)	-	(1,674,072)
Deficit for the year 2014	-	(4,213,789)	(4,213,789)
<b>Balance as at 31 December 2014</b>	<b>2,927,734</b>	<b>(11,034,371)</b>	<b>(8,106,637)</b>

	Year ended 31 December 2015		
	Capital Grants Rs	General Fund Rs	Total Rs
Balance as at 01 January 2015 as previously reported	2,927,734	(11,034,371)	(8,106,637)
Grant received for the Year	484,725	-	484,725
Grant credited to Statement of Financial Performance	(770,186)	-	(770,186)
Deficit for the year 2015	-	(2,435,134)	(2,435,134)
<b>Balance as at 31 December 2015</b>	<b>2,642,273</b>	<b>(13,469,505)</b>	<b>(10,827,232)</b>

# MAURITIUS QUALIFICATIONS AUTHORITY

## STATEMENT OF CASH FLOWS FOR THE YEAR ENDED 31 DECEMBER 2015

	Year ended 31 December 2015	Year ended 31 December 2014
	Rs	Rs
<b>Cash flows from operating activities</b>		
Surplus/ (deficit) for the year	(2,435,134)	(4,213,789)
Adjustments for:		
Depreciation	770,186	1,192,572
Loss on disposal	-	321,000
Capital grant credited to Statement of Financial Performance	(770,186)	(1,674,072)
	<b>(2,435,134)</b>	<b>(4,374,289)</b>
(Increase)/decrease in accounts receivable	964,495	635,804
Increase/(decrease) in employee obligations	1,595,048	1,628,291
Increase/(decrease) in accounts payable	(540,569)	(390,132)
Cash generated / (absorbed) from operations	<b>(416,160)</b>	<b>(2,500,326)</b>
Interest paid	(141,616)	(146,525)
Interest received	141,616	146,525
<i>Net cash inflows/ (outflows) from operating activities</i>	<b>(416,160)</b>	<b>(2,500,326)</b>
<b>Cash flows from investing activities</b>		
Purchase of property, plant and equipment	(793,154)	(600,537)
Proceeds from sale of property, plant & equipment	-	160,500
<i>Net cash used in investing activities</i>	<b>(793,154)</b>	<b>(440,037)</b>
<b>Cash flow from financing activities</b>		
Capital grant from Government	484,725	812,872
<i>Net cash from financing activities</i>	<b>484,725</b>	<b>812,872</b>
Net decrease in cash and cash equivalents	(724,589)	(2,127,491)
Cash and cash equivalents at beginning of period	2,202,154	4,329,645
<b>Cash and cash equivalents at end of period</b>	<b>1,477,565</b>	<b>2,202,154</b>

## MAURITIUS QUALIFICATIONS AUTHORITY

### STATEMENT OF BUDGETS, ACTUAL AND ACCRUED BASED AMOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

Item	Budgeted Amounts	Actual Amounts	Financial Statements
	Rs	Rs	Rs
<b>Income</b>			
Opening Balance	836,000		
Income from fees	10,000,000	9,772,800	9,842,900
Government grant	19,750,000	18,840,629	18,840,629
Other income	108,200	123,300	126,079
<b>Total</b>	<b>30,694,200</b>	<b>28,736,729</b>	<b>28,809,608</b>
<b>Capital</b>			
Government grant	1,000,000	484,725	770,186
<b>Total</b>	<b>1,000,000</b>	<b>484,725</b>	<b>770,186</b>
<b>Total Income</b>	<b>31,694,200</b>	<b>29,221,454</b>	<b>29,579,793</b>
<b>Expenditure</b>			
<b>Recurrent</b>			
Salary	16,303,000	15,793,418	15,792,512
Allowances	370,000	330,595	437,965
End of year bonus	1,450,000	1,273,775	1,273,775
Sick/vacation leave	578,000	577,842	1,625,126
Travelling & transport	2,200,000	2,123,814	1,998,903
Overtime	175,000	167,593	183,065
Staff welfare	30,000	56,043	57,583
Passage benefits	450,000	674,428	637,954
Family Protection Scheme/National Pension Fund/Medical insurance contributions	725,000	680,541	680,541
Pension	1,600,000	1,507,850	2,148,347
<b>Total staff costs</b>	<b>23,881,000</b>	<b>23,185,899</b>	<b>24,835,770</b>

## MAURITIUS QUALIFICATIONS AUTHORITY

### STATEMENT OF BUDGETS, ACTUAL AND ACCRUED BASED AMOUNTS FOR THE YEAR ENDED 31 DECEMBER 2015

Item	Budgeted Amounts	Actual Amounts	Financial
			Statements
Telephone bills	200,000	209,936	227,023
Rental of building and related charges	3,176,200	2,872,399	3,133,097
Postage	112,000	102,579	100,175
Cleaning materials	30,000	28,864	28,864
Office sundries	60,000	83,501	94,025
Maintenance - buildings	25,000	39,739	39,412
Insurance - fire and allied perils, employers liability, group personal accident, public liability etc	120,000	117,428	117,428
Maintenance and insurance of vehicles	200,000	130,122	135,702
Maintenance - furniture, office & IT equipment	675,000	621,618	655,316
Stationeries and publications	450,000	411,815	462,297
Books and periodicals	25,000	3,150	10,280
Public notices	75,000	54,467	54,467
Magazines and newspapers	30,000	31,501	27,358
Mission expenses	100,000	3,261	3,261
Fees to Chairman and members of Board and Committees	650,000	319,347	401,347
Fees for training	175,000	165,000	165,000
Audit fees	75,000	-	75,000
Legal and professional fees	75,000	70,004	70,004
Hospitality and ceremonies	80,000	82,201	86,426
Seminar and workshops	225,000	243,199	243,199
International membership	70,000	67,602	67,602
<b>Total Goods and Services</b>	<b>6,628,200</b>	<b>5,657,733</b>	<b>6,197,285</b>
<b>Total</b>	<b>30,509,200</b>	<b>28,843,632</b>	<b>31,033,055</b>
<b>Capital</b>			
Acquisition of assets	1,000,000	484,725	-
<b>Total</b>	<b>1,000,000</b>	<b>484,725</b>	<b>-</b>
Depreciation		-	770,186
Loss on impairment		-	211,686
<b>Total Expenditure</b>	<b>31,509,200</b>	<b>29,328,357</b>	<b>32,014,927</b>

## MAURITIUS QUALIFICATIONS AUTHORITY

### STATEMENT SHOWING REASONS FOR VARIANCES BETWEEN ORIGINAL AND REVISED BUDGET FOR THE YEAR ENDED 31 DECEMBER 2015

Item	Budgeted amounts		Variation	Comments
	Original	Revised		
	Rs	Rs	Rs	Rs
<b>Income</b>				
<i>Recurrent</i>				
Opening balance	836,000	836,000		
Income from fees	10,000,000	9,772,800	(227,200)	Reduction in income based on actual trend
Government grant	19,750,000	18,840,629	(909,371)	
Other income	108,200	123,300		Income from UNDP for RPL Project in Social Works
<b>Total</b>	<b>30,694,200</b>	<b>29,572,729</b>	<b>(1,136,571)</b>	
<i>Capital</i>				
Government grant	1,000,000	484,725	(515,275)	
<b>Total</b>	<b>1,000,000</b>	<b>484,725</b>	<b>(515,275)</b>	
<b>Total Income</b>	<b>31,694,200</b>	<b>30,057,454</b>	<b>(1,651,846)</b>	
<b>Expenditure</b>				
<i>Recurrent</i>				
Salary	16,303,000	15,793,418	(509,582)	Vacancies not filled
Allowances	370,000	330,595	(39,405)	
Extra assistance	-	-	-	
End of year bonus	1,450,000	1,273,775	(176,225)	Reduction based on actual salary drawn for staff in post
Gratuity/annual leaves refund	-	-	-	
Sick leave	578,000	577,842	(158)	
Travelling & transport	2,200,000	2,123,814	(76,186)	Vacancies not filled
Overtime	175,000	167,593	(7,407)	
Staff welfare	30,000	56,043	26,043	
Passage benefits	450,000	674,428	224,428	Increase in claims from officers
Family Protection Scheme/ National Pension Fund/Medical insurance contributions	725,000	680,541	(44,459)	Reduction in contribution based on actual salary drawn for staff in post
Pension	1,600,000	1,507,850	(92,150)	
<b>Total staff costs</b>	<b>23,881,000</b>	<b>23,185,899</b>		



## MAURITIUS QUALIFICATIONS AUTHORITY

### STATEMENT SHOWING REASONS FOR VARIANCES BETWEEN ORIGINAL AND REVISED BUDGET FOR THE YEAR ENDED 31 DECEMBER 2015

Item	Budgeted amounts		Variation	Comments
	Original	Revised		
	Rs	Rs	Rs	Rs
Electricity charges and gas charges	500,000	436,146	(63,854)	One month payment outstanding
Telephone bills	200,000	209,936	9,936	
Water charges	20,000	19,811	(189)	
Rental of building	2,625,000	2,390,442	(234,558)	One month payment outstanding
Rental of parking slots	31,200	26,000	(5,200)	
Postage	112,000	102,579	(9,421)	
Cleaning materials	30,000	28,864	(1,136)	
Office sundries	60,000	83,501	23,501	
Maintenance - buildings	25,000	39,739	14,739	
Insurance - fire and allied perils, employers liability, group personal accident, public liability etc	120,000	117,428	(2,572)	
Maintenance and insurance of vehicles	200,00	130,122	(69,878)	
Maintenance - IT equipment	550,000	483,461	(66,539)	Additional provision required for repairs
Maintenance - furniture and office equipment	125,000	138,157	13,157	
Stationeries	350,000	302,105	(47,895)	
Books and periodicals	25,000	3,150	(21,850)	
Public notices	75,000	54,467	(20,533)	
Publications	100,000	109,710	9,710	
Magazines and newspapers	30,000	31,501	1,501	
Mission expenses	100,000	3,261	(96,739)	
Fees to Chairman and members of Board and Committees	650,000	319,347	(330,653)	
Fees for training	175,000	165,000	(10,000)	
Audit fees	75,000	-	(75,000)	Paid in next financial year
Legal and professional fees	75,000	70,004	(4,996)	
Catering and entertainment	50,000	46,575	(3,425)	
Hospitality and ceremonies	30,000	35,626	5,626	
Seminar and workshops	225,000	243,199	18,199	
International membership	70,000	67,602	(2,398)	
<b>Total Goods and Services</b>	<b>6,628,200</b>	<b>5,657,733</b>		
<b>Total</b>	<b>30,509,200</b>	<b>28,843,632</b>		
Capital				
Acquisition of assets	1,000,000	484,725	(515,275)	
<b>Total</b>	<b>1,000,000</b>	<b>484,725</b>	<b>(515,275)</b>	
<b>Total Expenditure</b>	<b>31,509,200</b>	<b>29,328,357</b>	<b>(515,275)</b>	



# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

## 1 GENERAL INFORMATION

The Mauritius Qualifications Authority (MQA) situated at Pont Fer, Phoenix, was established as a corporate body under the Mauritius Qualifications Authority Act 2001 and came into operation in May 2002.

The Authority operates under the aegis of the Ministry of Education and Human Resources, Tertiary Education and Scientific Research.

The objects of the MQA are:

- (a) to develop, implement and maintain a National Qualifications Framework;
- (b) to ensure compliance with provisions for registration and accreditation of Training Institutions; and
- (c) to ensure that standards and registered qualifications are internationally comparable.

## 2 SIGNIFICANT ACCOUNTING POLICIES

### 2.1 *Basis of Accounting*

The financial statements comply with International Public Sector Accounting Standards (IPSAS) issued by the International Public Sector Accounting Board (IPSASB) which is a Board of the International Federation of Accountants Committee (IFAC).

The financial statements have been prepared on a going-concern basis and on the accrual basis of accounting. The measurement base applied is historical cost.

The financial statements are presented in Mauritian Rupees.

The principal accounting policies adopted in the preparation of these financial statements are set out below:

### 2.2 *Property, plant and equipment*

Property, plant and equipment are stated in the Statement of Financial Position at cost less accumulated depreciation. Depreciation is charged so as to write off the cost of assets over their estimated useful lives using the straight-line method on the following bases:

	<u>Rate (%)</u>
- Office Equipment	20
- Furniture and Fittings	10
- Hardware	25
- Software	25
- Motor Vehicles	10

The gain or loss arising on the disposal of an asset is determined as the difference between the sales proceeds and the carrying value of the asset and is recognised in the Statement of Financial Performance.

Depreciation is charged in full in the month following acquisition and no depreciation is charged in the year of disposal.

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### **2.3 Trade receivables**

Trade receivables are stated at their nominal value. The carrying amount of trade receivables is reduced when a trade receivable is uncollectible.

#### **2.4 Accounts payable**

Accounts payables are stated at their nominal value.

#### **2.5 Car Loans**

Car loans are disbursed to the MQA by the parent Ministry on applications by eligible employees as part of their conditions of service. The loans are executed by way of a registered agreement between the MQA and the employees. The car loans which bear an interest of 7.5 % per annum are repayable monthly over a period of five to seven years. The balances of principal amounts are shown as short-term and long-term loans.

Corresponding carrying amounts are shown under receivables.

#### **2.6 Grants**

Grants receivable from Government to finance capital expenditure is credited to the Capital Grants Account in the Statement of Financial Position. The grants are credited in installments to the Statement of Financial Performance over the expected useful economic lives of the related assets on a basis consistent with its depreciation policy.

Grants receivable to finance recurrent expenditure are credited to the Statement of Financial Performance and are recognised in the same period as that of the expenditure.

#### **2.7 Employee benefits**

##### **(i) Defined Benefits Pension Plan**

The Authority makes provision for retirement benefits in respect of all employees who are on establishment under the Statutory Bodies Pension Funds Act. The MQA Staff Pension Fund is a defined benefit plan and its assets are managed by the SICOM Ltd. The cost of providing the benefit is determined in accordance with an actuarial review.

As at 30 June 2015 the actuarial valuation report of the Pension Fund showed a funding deficit of Rs 14.5 million.

The present value of the defined benefits obligations is recognized in the Statement of Financial Position as a non-current liability or non-current asset after adjusting for fair value of plan assets, any recognised actuarial gains or losses and any unrecognised past service cost.

The current service cost and any unrecognised past service cost are included as an expense together with the interest cost, net of expected return on plan assets.

The assets of the funded plan are held and administered by the SICOM Ltd.

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

The defined benefit pension plan for the Authority is based on the report submitted by SICOM Ltd as at 31 December 2014 and 31 December 2015.

	Year ended 31 December 2015	Year ended 31 December 2014
	Rs	Rs
<b>Amount recognised in the statement of financial position at end of year:</b>		
Present value of funded obligation	36,177,563	30,711,641
(Fair value of plan assets)	(22,573,606)	(20,324,262)
	<u>13,603,957</u>	<u>10,387,379</u>
Present value of unfunded obligation	-	-
Unrecognised actuarial gain/(loss)	(12,709,074)	(10,132,993)
	<u>894,883</u>	<u>254,386</u>
<b>Liability recognised in statement of financial position at end of year:</b>		
<b>Amounts recognised in statement of financial performance:</b>		
Current service cost	1,902,648	1,689,948
(Employee Contributions)	(945,294)	(858,127)
Fund expenses	84,276	47,107
Interest Cost	2,303,373	2,199,308
(Expected return on plan assets)	(1,607,557)	(1,456,860)
Actuarial loss/(gain) recognised	320,992	340,937
Past service cost recognised	-	-
<b>Total, included in staff costs</b>	<u><b>2,058,438</b></u>	<u><b>1,962,349</b></u>
<b>Movements in liability recognised in statement of financial position:</b>		
At start of year	254,386	(420,467)
Total staff cost as above	2,058,438	1,962,349
(Contributions paid by employer)	(1,417,941)	(1,287,496)
At end of year	<u>894,883</u>	<u>254,386</u>
Actual return on plan assets:	266,597	1,014,153
<b>Main actuarial assumptions at end of year:</b>		
Discount rate	7.50%	8.00%
Expected rate of return on plan assets	7.50%	8.00%
Future salary increases	5.00%	5.50%
Future pension increases	3.00%	3.50%

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

The assets of the plan are invested in funds managed by the State Insurance Company of Mauritius Ltd.

The discount rate is determined by reference to market yields on bonds.

	Year ended 31 December 2015	Year ended 31 December 2014
	Rs	Rs
<b><i>Reconciliation of the present value of defined benefit obligation</i></b>		
Present value of obligation at start of period	30,711,641	27,491,347
Current service cost	1,902,648	1,689,984
Interest Cost	2,303,373	2,199,308
(Benefits paid)	(59,293)	(319,257)
Liability (gain)/loss	1,319,194	(349,741)
<b>Present value of obligation at end of period</b>	<b>36,177,563</b>	<b>30,711,641</b>
<b><i>Reconciliation of fair value of plan assets</i></b>		
Fair value of plan assets at start of period	20,324,262	17,321,122
Expected return on plan assets	1,607,557	1,456,860
Employer contributions	1,417,941	1,287,496
Employee contributions	945,294	858,127
(Benefits paid + other outgo)	(143,569)	(366,364)
Asset gain/(loss)	(1,577,879)	(232,979)
<b>Fair value of plan assets at end of period</b>	<b>22,573,606</b>	<b>20,324,262</b>
<b><i>Distribution of plan assets at end of period</i></b>		
<b><i>Percentage of assets at end of period</i></b>		
	<b>31 December 2015</b>	<b>31 December 2014</b>
Fixed Interest Securities and Cash	58.1%	57.1%
Loans	4.3%	4.1%
Local equities	15.9%	21.1%
Overseas bonds and equities	21.0%	17.0%
Property	0.7%	0.7%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### History of obligations, assets and experience adjustments

	31 December 2015	31 December 2014
Fair value of plan assets	22,573,606	20,324,262
(Present value of defined benefit obligation)	(36,177,563)	(30,711,641)
Surplus/(deficit)	(13,603,957)	(10,387,379)
Asset experience gain/(loss) during the period	(1,577,879)	(232,979)
Liability experience gain/(loss) during the period	(1,319,194)	349,741

#### *ii) Defined Contribution Pension Plan*

As from the year 2014 the SICOM Ltd is also managing a defined contribution pension scheme for the Authority whereby four of its employees contribute to the plan and the rate of contribution is 12% for employer and 6% for employee.

Under the defined contribution scheme, usually the pension benefit at retirement is not known in advance as it depend on the level of contributions made which in turn depend on the salaries of each employee during his employment, the level of investment returns earned on these contributions and the cost of converting the sum built up into a pension at the time of retirement.

#### *iii) State Plan*

Contributions to the National Pension Scheme are expensed to the Statement of Financial Performance in the period in which they fall due.

## **2.8 Revenue recognition**

Revenue is recognised to the extent that it is probable that the economic benefits will flow to the Authority and the revenue can be reliably measured.

Revenue is measured at the fair value of the consideration received or receivable.

Revenue comprises mainly the invoiced value for processing and registration of Training Institutions, Managers, Programme Officers, Trainers, Accreditation of Programmes, Recognition and Equivalence of qualifications. Revenue is recognised in the year of receipt for registration of Trainer, Manager, Programme Officer and Training Institutions for which the validity for registration are granted for 3 years.

## **2.9 General Fund**

It is the Authority's policy to transfer any surplus or deficit for the year to the General Fund.



# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

### 3 FINANCIAL RISK MANAGEMENT

A description of the various risks to which the Authority is exposed is shown below as well as the approach taken by management to control and mitigate those risks.

#### 3.1 *Credit Risk*

The Authority's activities expose it to financial credit risk. This is primarily attributable to its trade receivables. There is no significant concentration of credit risk with exposure spread to a large number of customers. The Authority has policies in place to ensure that credit facilities are given to customers with an appropriate credit history.

#### 3.2 *Operational risk management*

Operational risk, which is inherent in all organisations activities, is the risk for financial loss and business instability arising from failures in internal controls, operational processes or the system that supports them. It is recognised that such risks can never be entirely eliminated and the costs of controls in minimising these risks may outweigh the potential benefits.

#### 3.3 *Legal risk*

Legal risk is the risk that the business activities of the Authority have unintended or unexpected legal consequences.

It includes risks arising from:

- (a) inadequate documentation, legal or regulatory incapacity, insufficient authority of a counterparty and uncertainty about the validity or enforceability of a contract in counterparty insolvency.
- (b) Actual or potential violations of law or regulation (including activity unauthorised for a company and which may attract a civil or criminal fine or penalty).
- (c) Failure to protect the Authority's property (including its interest in its premises).
- (d) The possibility of civil claims (including acts or other events which may lead to litigations or other disputes).

The Authority identifies and manages legal risk through the effective use of its legal adviser.



# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### 4 TRADE AND OTHER RECEIVABLES

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Deposit on rental of premises	101,688	101,688
Prepayments and other debtors	231,518	577,360
<b>Total</b>	<b>333,206</b>	<b>679,048</b>

#### 5 LONG TERM CAR LOAN RECEIVABLE

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Total car loan receivable	765,256	1,383,909
Proportion receivable within 1 Year	315,903	618,653
Proportion receivable after 1 Year	<b>449,353</b>	<b>765,256</b>

#### 6 CASH AND CASH EQUIVALENTS

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Cash at bank	1,473,756	2,198,064
Cash in hand	3,808	4,090
<b>Total</b>	<b>1,477,564</b>	<b>2,202,154</b>

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### 7 PROPERTY, PLANT & EQUIPMENT AND INTANGIBLE ASSETS

Reporting Period	Office Equipment		Furniture & Fittings		Motor Vehicles		Hardware		Intangible Assets-Software		Total	
	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014	2015	2014
	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs	Rs
Opening Balance	235,619	358,196	534,831	544,520	638,108	1,245,167	858,731	792,164	-	400,777	2,267,289	3,340,824
Additions	14,789	13,790	30,490	79,097	-	-	747,875	507,650	-	-	793,154	600,537
Disposals	-	-	-	-	-	481,500	-	-	-	-	-	481,500
Depreciation	106,304	136,368	85,209	88,786	99,445	125,559	479,227	441,082	-	400,777	770,185	1,192,572
<b>Closing Balance</b>	<b>144,104</b>	<b>235,619</b>	<b>480,112</b>	<b>534,831</b>	<b>538,663</b>	<b>638,108</b>	<b>1,127,379</b>	<b>858,731</b>	<b>-</b>	<b>-</b>	<b>2,290,258</b>	<b>2,267,289</b>
Gross Carrying Amount	2,060,172	2,045,383	1,926,724	1,896,234	1,621,302	1,621,302	6,321,486	5,573,611	5,333,785	5,333,785	17,263,469	16,470,315
Accumulated Depreciation	1,916,068	1,809,764	1,446,612	1,361,403	1,082,639	983,194	5,194,107	4,714,880	5,333,785	5,333,785	14,973,211	14,203,026
<b>Net Carrying Amount</b>	<b>144,104</b>	<b>235,619</b>	<b>480,112</b>	<b>534,831</b>	<b>538,663</b>	<b>638,108</b>	<b>1,127,379</b>	<b>858,731</b>	<b>-</b>	<b>-</b>	<b>2,290,258</b>	<b>2,267,289</b>

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### 8 TRADE AND OTHER PAYABLES

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Trade creditors and accruals	1,615,958	1,537,874
<b>Total</b>	<b>1,615,958</b>	<b>1,537,874</b>

#### 9 EMPLOYEE BENEFIT OBLIGATIONS

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
<b><u>Current Liabilities</u></b>		
Provision for passage benefits	453,000	462,000
	<b>453,000</b>	<b>462,000</b>
<b><u>Non Current Liabilities</u></b>		
Provision for passage benefits	1,357,648	1,385,122
Provision for sick leave	5,700,338	5,255,921
Provision for vacation leave	4,906,434	4,359,825
Pension Fund	894,883	254,386
	<b>12,859,303</b>	<b>11,255,254</b>
<b>Total</b>	<b>13,312,303</b>	<b>11,717,254</b>

Employees' entitlement to bank sick and vacation leave as defined in PRB Report 2013 (the regulatory body for remuneration of MQA employees) are recognised as and when they accrue to employees.

25% of the passage benefits amount is considered as short term liability and the remaining 75% is classified as long term liability.

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### 10 LONG TERM CAR LOAN PAYABLE

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Total car loan payable	765,256	1,383,909
Proportion payable within 1 Year	315,903	618,653
Proportion payable after 1 Year	<u>449,353</u>	<u>765,256</u>

#### 11 CAPITAL GRANTS

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Opening balance	2,927,734	3,788,934
Grant received during the year	484,725	812,872
Transfer to Statement of Financial Performance	(770,186)	(1,674,072)
Closing balance	<u>2,642,273</u>	<u>2,927,734</u>

#### 12 GENERAL FUND

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Opening balance	(11,034,371)	(6,820,582)
Transfer from Statement of Financial Performance	(2,435,134)	(4,213,789)
Closing balance	<u>(13,469,505)</u>	<u>(11,034,371)</u>

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### 13 GRANTS

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
<b>Government</b>		
Transfer from capital grant (see note 11)	770,186	1,674,072
Revenue grant	18,840,629	16,467,000
<b>Total</b>	<b>19,610,815</b>	<b>18,141,072</b>

#### 14 INCOME

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Fees	9,842,900	10,085,200
Contribution from ILO	-	66,345
Miscellaneous	126,079	2,125
<b>Total</b>	<b>9,968,979</b>	<b>10,153,670</b>

#### 15 OPERATING EXPENDITURE

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Staff cost	24,850,376	24,642,531
Staff training	165,000	112,264
Overseas mission	3,261	13,706
International membership	67,602	68,323
Loss on disposal of assets	-	321,000
Loss on impairment	211,686	-
Depreciation	770,186	1,192,572
<b>Total</b>	<b>26,068,111</b>	<b>26,350,396</b>

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### 16 ADMINISTRATIVE EXPENSES

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Books and periodicals	10,280	20,300
Seminar and workshops	243,199	148,206
Maintenance of premises	39,412	46,417
Repairs and maintenance of equipment	655,316	603,526
Motor vehicle expenses	135,702	344,931
Publicity and advertisement	54,467	49,977
Printing, postage, stationery and publications	562,472	534,992
Magazines and newspapers	27,358	21,760
Rental and related charges	3,133,097	3,109,912
Legal fees	70,004	73,265
Audit fees	75,000	75,000
Telephone	227,023	239,799
Committees	401,347	643,425
Staff welfare and hospitality	144,009	127,397
Insurance of equipment	45,240	45,361
Miscellaneous expenses	109,531	61,103
<b>Total</b>	<b>5,933,458</b>	<b>6,145,371</b>

The Mauritius Qualifications Authority rents 522.8 m<sup>2</sup> office space from MITD and the lease is classified as operating lease. As at 31 December 2015 the present value of non-cancellable operating lease payment for the year 2015 (21.5 months) is Rs 4,298,444.

#### 17 FINANCE COSTS

	Year ended 31 December 2015	Year ended 31 December 2014
	MUR	MUR
Bank charges	13,359	12,764
<b>Total</b>	<b>13,359</b>	<b>12,764</b>



# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### 18 BUDGET

**18.1** The budget is approved on a cash basis by economic nature classification. Following the change in the Government financial years the budget was approved for the period January to June 2015 and July 2015 to June 2016. For the purpose of reconciliation, the budget has been reworked for the period January to December 2015 and no additional funds were required during the year.

**18.2** The budget and the accounting bases differ. The financial statements are prepared on the accrual basis.

A reconciliation of the actual amounts on a comparative basis as presented in the Statement of Budget, Actual and Accrued Based Amounts with the actual amounts in the Statement of Financial Performance is presented below.

	Year ended 31 December 2015 Rs
<b>Receipts</b>	
Actual amount on Comparative Basis as presented in the Statement of Budget, Actual and Accrued Based Amounts	29,221,454
Basis differences:	
Capital grant received	(484,725)
Capital grant released	770,186
Staled cheques written back as income	2778
Funds received for financing workshop	(123,300)
Income accounted as fees	75,000
Fees refundable	(4,900)
<b>Actual amount in the Statement of Financial Performance Payments</b>	<b>29,456,493</b>
Actual amount on Comparative Basis as presented in the Statement of Budget, Actual and Accrued Based Amounts	29,328,357
Basis differences:	
Capital expenditure	(484,725)
Pension adjustment	640,497
Increase in prepayments	-3,637
Increase in creditors	418,453
Depreciation	770,186
Employee benefits obligations (sick leave, vacation leave & passage benefits)	1,010,810
<b>Actual amount in the Statement of Financial Performance</b>	<b>31,679,941</b>

# THE MAURITIUS QUALIFICATIONS AUTHORITY

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 DECEMBER 2015

#### 19 EVENTS AFTER THE STATEMENT OF FINANCIAL PERFORMANCE DATE

There are no material events subsequent to the Statement of Financial Performance date.

#### 20 REPORTING CURRENCY

These financial statements are presented in Mauritian Rupees because it is the currency of the primary economic environment in which the Authority operates.

#### 21 EMPLOYEE DISCLOSURE

At 31 December 2015 the MQA had forty-one full-time employees out of which twenty-two were administrative staff.

#### 22 KEY MANAGEMENT PERSONNEL

The management of the MQA is carried out by key personnel including the Director, Deputy Director & Registrar and Managers who are responsible for managing the activities of the organisation. The aggregate remuneration of key management personnel was Rs 7.2 m for the year 2015.

#### 23 RELATED PARTY TRANSACTIONS

Parties which are considered to be related to the MQA are other ministries and departments, mostly represented on the MQA Board, if they have the ability, directly or indirectly, to control the MQA or exercise significant influence over the financial and operating decision making, or vice versa. Related party transactions were generally carried out at commercial terms and conditions.

Eligible employees are granted duty free facilities and/or loans for the purchase of a car as prescribed in the PRB Report.

There are no other loans to key management personnel or to other categories of staff.

# Appendices



## List of New Registered Training Institutions in 2015

SN	NAME OF TRAINING INSTITUTIONS	ADDRESS	TEL	FAX	DATE REGISTERED	SECTOR
1	Kiteglobing (Mauritius) Kite & More Ltd	Domaine De Bel Ombre C. Beach club Bel Ombre Savanne	605 5334 5717 5348	-	12-Jan-15	L&E*
2	Green Gross Diagnostic & Pathology Laboratory Co. Ltd	Royal Road Belle Rose	467 8999	466 2999	13-Jan-15	HLSC*
3	AKAMPITA LTD	Colony Street Mahebourg	631 0157	631 0157	27-Jan-15	MGT*
4	THE INSTITUTION OF ENGINEERS (MTIUS)	Cnr Ollier & Hitchcock Avenue Quatre Bornes	467 7015 5970 3298	-	23-Feb-15	ENG*
5	Professional Software Solutions Ltd	1st Floor Dilmar Pharmacy Building 21, Mere Barthelemy St. Port Louis	210 9300	210 9300	2-Mar-15	MGT
6	Novates Services Ltd	Avenue Mimosa Saint Remy Flacq	413 7542	413 7542	9-Mar-15	MGT
7	Action Prevention Ltd	267 Royal Road Rose Hill	427 1902	-	10-Mar-15	MGT
8	Virtuose Ltd	Avenue Des Flamnants Quatre Bornes	427 5555	421 8213	19-Mar-15	MGT
9	INSIGHTS CONSULTING LTD	Trou aux Biches Road Triolet	261 7963	-	3-Apr-15	MGT
10	COLORS MAKEUP COMPANY LTD	Corner Murphy & Darwin Avenue Quatre Bornes	5927 6404	-	7-Apr-15	BCHD*
11	Andronik Consulting Limited	Level 2, Room 208 A Ebene Junction Ebene	467 8236	-	10-Apr-15	MGT
12	Mind Africa Capacity Building	30, Sir William Newton St 7th Floor, Deramann Tower Port Louis	213 3079	213 7648	8-May-15	MGT
13	Institute for Legal and Judicial Studies	Level 7 Happy World House Sir William Newton St Port Louis	213 4710	212 1812	12-May-15	MGT

SN	NAME OF TRAINING INSTITUTIONS	ADDRESS	TEL	FAX	DATE REGISTERED	SECTOR
14	Melbourne College of Professional Therapists International (Mauritius) Ltd	51, Rosnay Street Beau Bassin	465 5050	-	19-May-15	MGT
15	Hardy Henry Services Ltee	Old Pailles Road Pailles	286 9611	286 7087	25-May-15	MGT
16	FOCUS SECURITY CONSULTING LTD	Beeharry Road Trois Bras Petit Raffray	283 4581	283 4581	21-May-15	MGT
17	Diadeis (Maurice) Ltd	7th & 8th Floor Victoria House Barracks and St Louis St Port Louis	211 6360	210 4842	1-Jun-15	MGT
18	Constructing Professional Development (CPD) Ltd	75 La Source Avenue Quatre Bornes	424 9099	-	22-May-15	MGT/ENG
19	Agilitas Training Co Ltd	22 c , Cossigny Street Curepipe	5743 9144	-	8-Jun-15	MGT
20	Diving Adventures & Travel (Mauritius) Ltd	Royal Road Plein Bois L'escalier	604 1084	-	10-Jun-15	HT*
21	Ferme Marine de Mahebourg Ltd	Royal Road Pte aux Feuilles GRSE	471 5205	417 6601	4-Jun-15	MGT/DVG*
22	Gender Links	98, Cnr Pope Hennessy & De Rosnay Streets Beau Bassin	467 6642	467 4649	19-Jun-15	MGT
23	Meteorological Services Mauritius	St Paul Road Vacoas	686 1031 686 1032	686 1033	5-Jun-15	MGT/ENG
24	Celero Ltd	Old Airport Road Plaine Magnien	202 0000	211 5909	8-Jul-15	MGT
25	Institutional Expert Services Ltd	120C Antelme Avenue Quatre Bornes	427 8889	427 8890	3-Jul-15	MGT
26	GEMINI CONSULTING LTD	C/o Kosto Ltd Industrial Zone Plaine Lauzun	208 4043	208 5843	15-Jul-15	MGT
27	BLC & Associates Ltd	2nd Floor The Axis 26 Cybercity Ebene	403 2400	-	16-Jul-15	MGT
28	Essential Learning Solutions	7, Sir Virgile Naz Street 2nd Floor Yawda Building Port Louis	427 8869	427 8890	22-Jul-15	MGT



SN	NAME OF TRAINING INSTITUTIONS	ADDRESS	TEL	FAX	DATE REGISTERED	SECTOR
29	Lifecare Training Centre Ltd	34, Cybercity 4th Floor Ebene Heights Ebene	403 4343	-	17-Jul-15	MGT
30	Domaine Les Pailles Training Centre Ltd	Domaine Les Pailles Pailles	202 8900	208 8948	23-Jul-15	MGT
31	HUMANSMART LTD	43, Wellington Ave. Morc St Andrews Rose Hill	454 5806 5258 0699	454 5806	23-Jul-15	MGT
32	ACARTHUS Ltd	67/1c, Dr Ferriere Street Trefles Rose Hill	5252 0615	-	24-Jul-15	MGT
33	Acropolis Shipping Agency Ltd	Office 231 The Junction Business Hub Calebasses Branch Road Calebasses	243 3863 5903 0544	-	27-Jul-15	MGT
34	ONEVALDUS CO LTD	7eme Miles Valdus Bldg Triolet	208 1759	-	4-Aug-15	MGT
35	AMLC Ltd	1-10 Sainte Marie Road Riche Terre	217 1000	217 1005	10-Aug-15	MGT
36	JSS Academy Ltd	Avenue Droopnath Ram- phul Bonne Terre Vacoas	401 6415	427 0334	14-Aug-15	MGT
37	ATHENA TRAINING AND CONSULTING SERVICES LTD	34, Cybercity 4 <sup>th</sup> Floor Ebene Heights Ebene	5717 6396	-	14-Aug-15	MGT
38	CARARIA SOLUTIONS LTD	02, Osman Avenue Parboteeah Building Quatre Bornes	466 1010 5802 8290	467 2196 454 3974	26-Aug-15	MGT
39	OCEP The Open College Ltd	Boulevard Victoria Curepipe	670 5366	670 0519	28-Aug-15	MGT
40	GREENWICH ALBANY LTD	23, Boundary Rose Hill	466 3812	464 8703	10-Sep-15	MGT
41	Middlesex International JSS (Mauritius) Ltd	Avenue Droopnath Ram- phul Bonne Terre Vacoas	403 6400	425 5330	8-Sep-15	MGT

SN	NAME OF TRAINING INSTITUTIONS	ADDRESS	TEL	FAX	DATE REGISTERED	SECTOR
42	Zabeel Limited	28, Pope Hennessy St Port Louis	5256 5642	-	12-Aug-15	MGT
43	INTERGRITY SOLUTIONS PROVIDER LTD	9, Sir Celicourt Antelme Street Rose Hill	465 7505	465 7533	14-Sep-15	MGT
44	The LR Management Group(Mauritius) Pty Ltd	Mount Ory Road Moka Business Centre Bon Air Moka	406 9629	-	17-Sep-15	MGT
45	Ocean Spirit Ltd	Royal Road Pereybere	269 1784	-	12-Oct-15	MGT
46	Evergreen Architectural & Structural Building Design Training School Ltd	Palmerstone Road Phoenix	697 2919	-	20-Oct-15	MGT/ENG/IT*
47	Professional Leadership Centre Ltd	Suite 317, 3rd Floor NG Tower Building Ebene Cybercity Ebene	468 1533	-	26-Oct-15	MGT
48	EX-Nihilo Solutions	34, Cybercity 4th Floor Ebene Heights Ebene	5789 6637	-	3-Nov-15	MGT
49	Rosewood Strategic Investments & Consulting Ltd	23, Sir John Pope Hennessy Street Choomka Chambers 5th Floor, Suite 505 Hennessy Tower Port Louis	212 8555	-	23-Nov-15	MGT
50	Queens of Nails Ltd	180, Royal Road Kadel Building Beau Bassin	467 6508	-	26-Nov-15	BCHD
51	Delta Institute Ltd	53, Rue d'Éntrecasteaux Port Louis	5791 6262 212 4052	2124052	2-Dec-15	MGT/IT
52	Varsity School Ltd	2nd Floor 43, St Jean Road Quatre Bornes	456 1485	-	25-Nov-15	MGT

\*Key:- L&E - Leisure & Entertainment; HLSC - Health & Social Care; MGT - Management; ENG - Engineering; BCBD - Beauty Care & Hairdressing; HT - Hotel and Tourism; DVG - Diving; IT - Information Technology

# List of Unit Standards for Qualifications Developed in 2015

## National Certificate Level 3 in Agriculture

Level:	3
Credits:	115
Final Date for comment:	August 2017
Review date:	August 2018

## 1 Purpose

This is an introductory certificate for people entering a career or who are already in the agriculture sector. People who have completed the National Certificate in Agriculture Level 3 will be able to demonstrate fundamental knowledge and/or elementary skills **relevant to agriculture**.

## 2 Regulations for the Qualification

### 2.1 Entry Information

Open

### 2.2 Recognition of Prior Learning [RPL]

Applicant holding at least 3 years' experience in the field may apply for RPL on the prescribed Application Form.

### 2.3 Summary of Qualification Requirements

This qualification will be awarded to people who have met all the requirements.

### 2.4 Detailed Qualification Requirements

All units are compulsory

The following standards are required:

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
<b>1. Entrepreneurship/Workplace</b>			
ag/01/0027/03	Demonstrate Knowledge of Entrepreneurship	3	1
ag/01/0043/03	Perform Calculations for the Workplace	3	4
ag/01/0044/03	Collect, Receive, Transmit and Store Information within the Workplace	3	3
ag/01/0045/03	Develop Personal Performance and Maintain Working Relationships	3	1

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
ag/01/0046/03	Demonstrate Knowledge of Health and Safety in the Workplace	3	2
ag/01/0047/03	Demonstrate Basic Knowledge of ICT	3	2
<b>2. Introduction to Agriculture</b>			
ag/02/0001/03	Demonstrate Knowledge of Agriculture	3	1
<b>3. Crop Science</b>			
ag/02/0002/03	Demonstrate Knowledge of Basic Plant Classification, Anatomy and Physiology	3	3
ag/02/0003/03	Demonstrate and Apply Knowledge of Plant Nutrition and Fertilisers	3	3
ag/02/0004/03	Demonstrate Knowledge of Environmental and other Factors Influencing Crop Production	3	2
<b>4. Soil Science</b>			
ag/02/0005/03	Demonstrate knowledge of Soil, Soil Erosion and Soil Conservation	3	3
<b>5. Crop Husbandry</b>			
ag/02/0006/03	Demonstrate and Apply Knowledge in Land Preparation	3	2
ag/02/0007/03	Demonstrate Knowledge on Farm Mechanisation	3	1
ag/02/0008/03	Demonstrate and Apply Knowledge of Plant Propagation	3	3
ag/02/0009/03	Demonstrate and Apply Knowledge of Raising Seedlings	3	2
ag/02/0010/03	Demonstrate and Apply Knowledge in Sowing and Planting	3	2
ag/02/0011/03	Demonstrate and Apply Knowledge of Crop Cultural Practices	3	4
ag/02/0012/03	Demonstrate and Apply Knowledge of Compost Making	3	2
ag/02/0013/03	Demonstrate Knowledge of Irrigation and Irrigation Systems	3	2
ag/02/0014/03	Demonstrate Knowledge of Good Agricultural Practices (GAP)	3	2
ag/02/0015/03	Demonstrate Knowledge of Organic Agriculture	3	1
<b>6. Crop Production</b>			
ag/02/0016/03	Demonstrate knowledge of Hydroponics	3	2
ag/02/0017/03	Demonstrate and Apply Knowledge of Vegetable Production	3	4
ag/02/0018/03	Demonstrate and Apply Knowledge of Fruit Production	3	2
ag/02/0019/03	Demonstrate and Apply Knowledge of Floriculture	3	2

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
ag/02/0020/03	Demonstrate and Apply Knowledge of Sugar Cane Cultivation	3	1
<b>7. Management of Plant Pests and Plant Diseases</b>			
ag/02/0021/03	Demonstrate Knowledge of Plant Pests, Diseases and their Control	3	3
ag/02/0022/03	Demonstrate and Apply Knowledge of Weeds and their Control	3	3
ag/02/0023/03	Demonstrate Knowledge of Pesticides and their Impact	3	3
ag/02/0024/03	Demonstrate and Apply Knowledge of Pesticides Application	3	4
ag/02/0025/03	Demonstrate and Apply Knowledge on Use and Maintenance of Sprayers	3	2
<b>8. Harvest and Post-Harvest Management</b>			
ag/02/0026/03	Demonstrate and Apply Knowledge of Harvesting Crops	3	2
ag/02/0027/03	Demonstrate Knowledge of the Causes of Post Harvest Losses and their Management	3	2
ag/02/0028/03	Demonstrate and Apply Knowledge of Storage of Fruit and Vegetable Crops	3	1
ag/03/0029/03	Demonstrate and Apply Knowledge of Preparing Fruit & Vegetables Crops for the Market	3	1
<b>9. Livestock/Poultry Industry/Dairy Farming/Apiculture</b>			
ag/03/0030/03	Demonstrate Knowledge of the Livestock Industry	3	2
ag/03/0031/03	Demonstrate Knowledge of Animal Anatomy and Physiology	3	3
ag/03/0032/03	Demonstrate and Apply Knowledge of Livestock Housing	3	2
ag/03/0033/03	Demonstrate and Apply Knowledge of Poultry Housing	3	1
ag/03/0034/03	Demonstrate and Apply Knowledge of Livestock Nutrition	3	4
ag/03/0035/03	Demonstrate and Apply Knowledge of Livestock Breeding	3	1
ag/03/0036/03	Demonstrate Knowledge of the Environmental Factors Influencing Livestock Production	3	2
ag/03/0037/03	Demonstrate and Apply Knowledge of Safe Handling and Behaviour of Livestock	3	3
ag/03/0038/03	Demonstrate Knowledge of Ruminant and Non-Ruminant Livestock Health and its Management	3	2

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
ag/03/0039/03	Demonstrate Knowledge of Poultry Health and its Management	3	2
ag/03/0040/03	Demonstrate and Apply Knowledge of Milking	3	4
ag/03/0041/03	Demonstrate and Apply Knowledge of Disposal of Farm Waste	3	2
ag/03/0042/03	Demonstrate and Apply Knowledge of Livestock Husbandry	3	4
ag/03/0043/03	Demonstrate Knowledge of Poultry Husbandry	3	3
ag/03/0044/03	Demonstrate Knowledge of Apiculture and Bees	3	1
ag/03/0045/03	Demonstrate and Apply Knowledge of Production Practices in Apiculture	3	1
TOTAL			115

### 3 Accreditation Option

Providers must apply for accreditation at the Mauritius Qualifications Authority.

### 4 Certification

The qualification will be awarded by the Mauritius Institute of Training and Development or by any other recognised Awarding Body.



## National Certificate Level 3 in Bakery

Level of qualification:	3
Credit total:	115
First version	December 2007
First review	October 2015
Next review	October 2020

### 1 Purpose

This qualification is designed to recognise a combination of workplace operational skills common to all baking sites, and a selection of specialist skills related to a particular baking enterprise.

This qualification profile facilitates the increasing diversity and scope of skills required to meet both national and international standards. The qualification provides flexibility to accommodate the numerous sector dimensions captured by baking competencies by gaining credit for unit standards selected from the industry.

Holders of this certificate may also have gained credit for unit standards that include skills relevant to the varied workplaces in the baking industry such as computing, controlling machinery, storekeeping and warehousing and customer service.

People gaining this qualification may choose to progress toward achievement of the National Certificate in Bakery (Level 4).

### 2 Regulations for the Qualification

#### 2.1 Entry information for programmes of education and training assessed against the unit standards in the qualification

Open

#### 2.2 Qualification requirements

This is a 115 credits award qualification.

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
TH/04/0014/03	Maintain personal presentation in the workplace	3	4
TH/07/0001/03	Demonstrate knowledge of basic Bakery technology	3	8
TH/07/0002/03	Prepare to mix white bread doughs using manual production methods	3	8
TH/07/0003/03	Pan bread doughs	3	2
TH/07/0004/03	Prepare, mix and develop bulk grain meal doughs using automated equipment	3	4
TH/07/0005/03	Prepare and slice bread using automated equipment	3	2

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
TH/07/0006/03	Divide, mould, and prove bread doughs produced by sponge and dough process, and liquid ferment	3	6
TH/07/0007/03	Roll , laminate croissant and Danish doughs using manual production methods	3	4
TH/07/0008/03	Shape and cut bulk croissant and Danish doughs using manual production equipment	3	3
TH/07/0009/03	Bake croissant and Danish products	3	2
TH/07/0010/03	Prove products for batch baking	3	3
TH/07/0011/03	Batch bake bread products	3	6
TH/07/0012/03	Apply safe working practices in the food and related product processing workplace	3	2
TH/07/0013/03	Hold a conversation with others	3	2
TH/07/0014/03	Participate in groups and/ or teams to make decisions	3	3
TH/07/0015/03	Read and assess texts to gain knowledge	3	4
TH/07/0016/03	Thaw and prove frozen doughs	3	2
TH/07/0017/03	Retard products for batch baking	3	4
TH/07/0018/03	Freeze products for batch baking	3	4
TH/07/0019/03	Prepare and weigh ingredients for bulk bread doughs using automated equipment	3	8
TH/07/0020/03	Prepare and apply icings and glazes to bakery products using manual production methods	3	6
TH/07/0021/03	Prepare to, and decorate bakery products using manual production methods	3	6
TH/07/0022/03	Prepare and apply toppings to bakery products using manual production methods	3	6
TH/07/0023/03	Prepare and apply fillings to bakery products using manual production methods	3	6
TH/07/0024/03	Demonstrate knowledge of the bakery industry, common types and uses of baking equipment in the baking industry	3	4
TH/07/0025/03	Demonstrate knowledge of basic baking ingredients in the baking industry	3	2
TH/07/0026/03	Demonstrate knowledge of wheat culture and Production of Flours	3	4
TOTAL			115

## National Certificate Level 4 in Jewellery Making

Level of qualification: 4

Credit total: 118

### 1 Purpose

This qualification will enable qualifying learners with the necessary knowledge, understanding and competence in manufacturing jewellery. Learners credited with this qualification will be able to design jewellery using a basic technique, manufacture jewellery.

### 2 Regulations for the Qualification

#### 2.1 Entry information

National Certificate Level 3 in Jewellery or 3 years of working experience in Jewellery sector.

#### 2.2 Recognition of prior learning

Potential candidates holding at least three (3) years relevant experience may obtain this qualification through the Recognition of Prior Learning (RPL) process.

#### 2.3 Award of qualification requirements

Compulsory

*All the unit standards listed are required.*

UNIT NO.	UNIT STANDARDS TITLE	LEVEL	CREDIT
jw/05/0001/04	Identify metals and non metallic materials used in Jewellery	4	1
jw/05/0002/04	Perform melting and alloying	4	2
jw/05/0003/04	Solder metal parts	4	4
jw/05/0004/04	Perform rolling and drawing	4	8
jw/05/0005/04	Perform drilling, piercing, cutting, sawing and filing	4	12
jw/05/0006/04	Perform polishing and finishing	4	12
jw/05/0007/04	Perform Basic Jewellery Design	4	15
jw/05/0008/04	Select, use and care for simple measuring and tracing devices used in Jewellery	4	2
jw/05/0009/04	Identify and convert basic units of measure used in Jewellery	4	2
jw/05/0010/04	Manufacture jewellery using different techniques	4	24
jw/05/0011/04	Perform Stone Setting	4	20
jw/05/0012/04	Perform Annealing and Pickling	4	1
jw/05/0013/04	Perform Wax Carving	4	7
jw/05/0014/04	Manage and Provide First Aid	4	2
jw/05/0015/04	Follow Safe Practices at the Workplace	4	4
jw/05/0016/04	Communicate Information in a Specified Workplace	4	2
	<b>Total Credits</b>		<b>118</b>

## National Certificate Level 3 in Pastry

Level of qualification:	3
Credit total:	104
First Version	December 2007
First Review	October 2015
Next Review	October 2020

### 1 Purpose

This qualification is designed to enable learners employed in the Pastry discipline of the industry to gain recognition for the specialist skills and knowledge required by this sector of the industry and acknowledges the scope of specialist skills required to meet the industry's national and international standards.

The specialist skills recognised by the National Certificate in Pastry Level 3 are such that people credited with the qualification will be competent in a number of pastry skills.

They may also have gained credit for unit standards covering skills relating to higher workplace responsibilities in the pastry industry. These skills include food safety controlling machinery, setting up, shutting down and isolating machines and team work.

### 2 Regulations for the Qualification

#### 2.1 Entry information for programmes of education and training assessed against the unit standards in the qualification

Open

#### 2.2 Qualification requirements

This is a 104 credits award qualification.

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
TH/04/0014/03	Maintain personal presentation in the workplace	3	4
TH/07/0015/03	Read and assess texts to gain knowledge	3	4
TH/07/0016/03	Thaw and prove frozen doughs	3	2
TH/07/0013/03	Hold a conversation with others	3	2
TH/08/0001/03	Practice personal hygiene and apply safe working practices in the food and related products processing workplace	3	6

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
TH/08/0002/03	Protect health and safety in the workplace	3	2
TH/08/0003/03	Write business letters and memoranda	3	4
TH/08/0004/03	Solve problems which require calculation with whole numbers	3	2
TH/08/0005/03	Prepare and tray up frozen dough products	3	1
TH/08/0006/03	Cook food by baking	3	2
TH/08/0007/03	Prepare and weigh ingredients for doughs, bulk cake, balters and pastry using manual production equipment	3	5
TH/08/0008/03	Retard, prove and bake leavened doughs	3	6
TH/08/0010/03	Freeze products for batch baking for pastry products	3	4
TH/08/0011/03	Prepare and apply icings and glazes to pastry products using manual production methods	3	6
TH/08/0012/03	Prepare to, and decorate pastry products using manual production methods	3	6
TH/08/0013/03	Prepare and apply toppings to pastry products using manual production methods	3	6
TH/08/0014/03	Prepare and apply fillings to pastry products using manual production methods	3	6
TH/08/0015/03	Prepare, bake and present simple petit fours product	3	6
TH/08/0016/03	Prepare, form, cut and cake pastry doughs and biscuit using manual production methods	3	5
TH/08/0017/03	Demonstrate knowledge of the legislative requirements in the Food Act	3	2
TH/08/0018/03	Prepare, finish and present simple hot and cold desserts	3	6
TH/08/0019/03	Prepare and weigh ingredients for pastry doughs using manual production equipment	3	4
TH/08/0020/03	Demonstrate knowledge of boiling and baking in the commercial catering industry	3	2
TH/08/0021/03	Demonstrate knowledge of common types and uses of baking equipment in the pastry industry	3	4
TH/08/0022/03	Demonstrate knowledge of basic pastry ingredients	3	4
TH/08/0023/03	Demonstrate knowledge of product and basic terminology in the pastry industry	3	3
<b>Total</b>			<b>104</b>



## National Certificate Level 4 in Pastry

Level of qualification:	4
Credit total:	120
First version	December 2005
Frist review	October 2015
Next review	October 2020

### 1 Purpose

This qualification is designed to enable learners employed in the Pastry discipline of the industry to gain recognition for the specialist skills and knowledge required by this sector of the industry and acknowledges the scope of specialist skills required to meet the industry's national and international standards.

The specialist skills recognised by the National Certificate in Pastry Level 4 are such that people credited with the qualification will be competent in a number of pastry skills.

They may also have gained credit for unit standards covering skills relating to higher workplace responsibilities in the pastry industry. These skills include an in-depth knowledge in Pastry techniques as well as controlling machinery, setting up, shutting down and isolating machines, and team work.

### 2 Regulations for the Qualification

#### 2.1 Entry information for programmes of education and training assessed against the unit standards in the qualification

Open

#### 2.2 Qualification requirements

This is a 120 credits award qualification.

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
th/02/0001/04	Demonstrate knowledge of commercial food costs and portion control	4	6
th/02/0004/04	Demonstrate knowledge of commercial catering applications of complex leavened and unleavened dough	4	3
th/02/0007/04	Demonstrate knowledge of commercial catering applications of hot and cold desserts	4	9



UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
th/02/0008/04	Demonstrate knowledge of commercial catering applications of pastry and baking items	4	3
th/02/0011/04	Prepare and bake complex cakes and sponges in a commercial kitchen	4	3
th/02/0024/04	Prepare and cook jams and jellies in a commercial kitchen	4	3
th/08/0001/04	Supervise subordinate in job skills	4	1
th/08/0002/04	Apply catering control principles	4	3
th/08/0003/04	Prepare pastry, cakes and yeast goods	4	4
th/08/0004/04	Prepare and present gateaux, tartes and cakes	4	6
th/08/0005/04	Prepare and cook complex pastry dishes	4	5
th/08/0006/04	Plan, prepare and display a buffet	4	2
th/08/0007/04	Prepare chocolate and chocolate confectionery	4	5
th/08/0008/04	Apply cook-freeze production process	4	1
th/08/0009/04	Transport and store food in a safe and hygienic manner	4	1
th/08/0010/04	Prepare and display petits fours	4	3
th/08/0011/04	Prepare and model marzipan	4	3
th/08/0012/04	Prepare and display sugar work	4	4
th/08/0013/04	Plan, prepare and display sweet buffet show pieces	4	2
th/08/0014/04	Prepare hot and cold dessert	4	4
th/08/0015/04	Diagnose and respond to product and process faults	4	2
th/08/0016/04	Produce and decorate gateaux and tortes	4	4
th/08/0017/04	Present deserts	4	2
th/08/0018/04	Prepare fruit ingredients for pastry production	4	3
th/08/0019/04	Prepare, cook and serve sauces, coulis for dessert	4	4
th/08/0020/04	Prepare and cook complex leavened and unleavened dough products	4	5
th/01/0022/04	Plan and implement hospitality staff rosters	4	2
th/01/0002/04	Demonstrate knowledge of food contamination hazards, and control methods used in a food business	4	5
hs/01/0013/02	Identify the implications of oral communication techniques	2	5
hs/02/0049/04	Apply ethics pledge within his/her workplace	4	3
th/03/0021/03	Participate in groups and/or teams to gather ideas and information	3	4
th/03/0022/03	Read texts for practical purposes	3	4
th/04/0024/03	Perform calculations for the workplace	3	6
<b>TOTAL</b>			<b>120</b>

## National Certificate Level 4 in Travel and Tourism

Level	4
Credits	135
First version	December 2007
Frist review	October 2015
Next review	October 2020

### 1 Purpose

The National Certificate in Tourism and Travel (Level 4) recognises the industry knowledge and skills required to work in all facets of the tourism and travel industries.

People awarded with this qualification are able to demonstrate customer service and communication skills, and work as a team. The qualification also recognises the skills involved in using the English and French languages and mathematics and simple accounting in the context of the tourism and travel industry. It recognises the diversity of tourism enterprises.

The National Certificate in Travel & Tourism (Level 4) recognises the skills and knowledge required in making and processing domestic and international travel arrangements that meet customer needs and allow learners to make computerised reservations for domestic/international land, water, and air travel, and domestic and international accommodation. It includes knowledge of tourism destinations and International Air Transport Association (IATA) world geography.

### 2 Regulations for the Qualification

#### 2.1 Entry information for programmes of education and training assessed against the unit standards in the qualification

Open

#### 2.2 Qualification requirements

This is a 135 credits award qualification.

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
th/10/0001/04	Process travel requirements using a computer reservation system	4	16
th/10/0002/04	Develop personal plans for a work role in a tourism and travel industry environment	4	1
th/10/0003/04	Demonstrate knowledge of and process reservations for water transport	4	3
th/10/0004/04	Respond in writing to enquiries and complaints in the tourism and travel industry	4	3
th/10/0005/04	Demonstrate knowledge of communication and customer service skills in tourism and travel workplaces	4	3

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
th/10/0006/04	Demonstrate knowledge of and process domestic air travel	4	8
th/10/0007/04	Demonstrate knowledge of and process international accommodation	4	4
th/10/0008/04	Advise on and sell travel insurance	4	2
th/10/0009/04	Complete tourism and travel administration tasks and use office equipment	4	3
th/10/0010/04	Provide customer service in the tourism and travel industry	4	4
th/10/0011/04	Work in a team in a tourism and travel situation	4	2
th/10/0012/04	Demonstrate cross-cultural communication for the tourism and travel industry	4	3
th/10/0013/04	Demonstrate knowledge of support mechanisms for visitors with special needs	4	2
th/10/0014/04	Provide information about specified regions in Mauritius as visitor destinations	4	6
th/10/0015/04	Read and write in French for the tourism and travel industry	4	3
th/10/0016/04	Demonstrate knowledge of International Air Transport Association (IATA) world geography	4	4
th/10/0017/04	Perform and Apply calculations, data analysis, and statistical interpretation in a business context	4	4
th/10/0018/04	Demonstrate knowledge of the tourism industry in Mauritius	4	6
th/10/0019/04	Demonstrate knowledge and use of email and Internet in the tourism and travel industry	4	3
th/10/0020/04	Advise customers of regulatory requirements for international air travel	4	5
th/10/0021/04	Sell and process travel requests in a travel industry environment	4	8
th/10/0022/04	Demonstrate knowledge of the sales function and process in tourism and travel workplaces	4	5
th/10/0023/04	Describe the legal rights and responsibilities of employees and employers in a tourism workplace	4	5
th/10/0024/04	Outline and apply contract legislation relating to the tourism and travel industry	4	5
th/08/0004/03	Solve problems which require calculation with whole numbers	3	2
th/04/0008/03	Operate a word processor	3	3
IT/01/0008/02	Create and use a simple computer spreadsheet to solve a problem	2	5
hs/02/0049/04	Apply ethics pledge within his/her workplace	4	3
th/11/0015/03	Demonstrate basic knowledge of first aid	3	4
th/11/0020/03	Demonstrate knowledge of sustainable tourism in Mauritius	3	8
th/11/0024/03	Demonstrate knowledge of the relationship between tourism industry, the tourism product and quality in the tourism industry	3	2
	<b>TOTAL</b>		<b>135</b>

## National Certificate Level 4 in Special Education Needs

Level of qualification	4
Credit total	120
Review date	November 2020

### 1 Purpose

The National Certificate in Special Education Needs (Level 3) would require the learner to demonstrate knowledge, skills and competence involved in the following:

- Special Educational Needs sector from a rights, legal, social, psychological and educational perspective.
- Carry out case studies and class overview.
- Development of individual Education programme of a child with Special Education Needs.
- Adaptation and accommodation of the learning programme and environment of the child with SEN.
- Implementation of lessons.
- Addressing challenging behaviours.
- Habilitation and rehabilitation of a child with SEN.

Thus, holders of the National Certificate in Special Education Needs (Level 4) should demonstrate basic knowledge, skills, and dispositions in Special Education Needs [SEN] and child care comprising of:

- Local and International legislations governing the SEN sector
- Major concept and principles in SEN
- Concept and principles related to SEN and classification of disabilities [International Classification of Functioning ]
- Assistance in adaptation of curricular materials for child with SEN
- The National Curricular
- The plus curriculum and medium of communication
- Basic knowledge of psychology and Human development
- Designing Individual Education Plan (IEP)
- Teaching children with SEN-strategies and accommodations
- The key processes involved in adaptation of curricular materials for child with SEN
- Development of lesson plans and implementation
- Technical and Vocational studies
- Education Management
- Development of developmentally appropriate materials for SEN
- Development of project-oriented approach for teaching children with SEN
- Ethical considerations and social/life skills required in their professional practice
- Food, health, hygiene, safety and security measures in SEN
- Habilitation and Rehabilitation process and opportunities of the child with SEN
- Managing children with SEN: Behaviour intervention plans and strategies for managing behaviour
- The use of assistive technology
- Understanding of role of family and the community in the Education of children with SEN
- Knowledge of Conventions For Child's Rights

This qualification may lead on to the National Certificate in Special Education Need (Level 5).



## 2 Regulations for the Qualification

### 2.1 Entry Requirements

- (i) School Certificate [SC] and learner must be proficient in the use of the English language or
- (ii) National Certificate Level 3 in Special Education Needs or any other equivalent qualification

### 2.2 Recognition of Prior Learning [RPL]

Potential candidates holding at least three (3) years relevant experience may obtain this qualification through the Recognition of Prior Learning (RPL) process.

### 2.3 Qualification requirements

This is a 120 credits award qualification.

## Special Note

Learners are required to do placements in SEN settings.

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
<b>Communication</b>			
sen/04/0001/04 (Optional)	Communicate in English and/or French both orally and in written form	4	3
sen/04/0002/04 (Optional)	Uses appropriate medium of communication, including desired language for children with sensory impairment	4	3
<b>Pedagogical Competence and Skills</b>			
sen/04/0003/04 (Core)	Demonstrates understanding of Local and International legislations governing the SEN sector	4	3
sen/04/0004/04 (Core)	Demonstrates sound knowledge of concept and principles related to SEN and classification of disabilities	4	6
sen/04/0005/04 (Core)	Understanding of the National Curricula, with special reference to provisions for inclusive and special education	4	6
sen/0/0006/04 (Core)	Ability to understand the process involved in development and design of an Individual Education Plan (IEP)	4	6
sen/04/0007/04 (Core)	Demonstrates understanding of key adaptation strategies and resourcefulness to develop appropriate curricular materials to facilitate learning of the child with SEN	4	6
sen/04/0008/04 (Core)	Demonstrate and apply knowledge of lesson plans to be used effectively in SEN and in Inclusive classes	4	6
sen/04/0009/04 (Core)	Demonstrate knowledge of plus curriculum and its use for the benefit of children with different disabilities	4	6

UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
<b>Organisational Skills</b>			
sen/04/10/04 (Core)	Demonstrates knowledge of sound educational Management techniques to create a conducive environment for learning and to meet educational needs of learners with SEN	4	3
<b>Performing Arts and Physical Education</b>			
sen/04/011/04 (Core)	Use extracurricular and co-curricular activities, including performing Arts and Physical Education for the total development of the child with SEN	4	3
<b>Child Development and Characteristics of Disabilities</b>			
sen/04/012/04 (Core)	Demonstrate understanding of characteristics of the special needs of young children with Special Education Needs and their educational needs	4	3
sen/04/013/04 (Core)	Demonstrates understanding of purpose and process involved in identification, screening and referral	4	3
sen/04/014/04 (Core)	Demonstrates an understanding of the milestones in the development of the child with SEN from infancy, childhood and adolescence	4	3
<b>Behavioural Characteristics</b>			
sen/04/015/04 (Core)	Develops and manages children with SEN through Behaviour intervention plans	4	3
sen/04/016/04 (Core)	Demonstrates skills in behaviour management of children with SEN to enable the young children with challenging behaviour in education settings for school readiness	4	3
<b>Rehabilitations</b>			
sen/04/017/04 (Optional)	Demonstrates awareness of the habilitation and rehabilitation process and opportunities for the child with SEN	4	4
sen/04/018/04 (Optional)	Carry out referral of cases for the purpose of rehabilitation of children with SEN to appropriate centres and other service providers	4	4
<b>Technology and Media</b>			
sen/04/019/04 (Optional)	Demonstrates basic knowledge of assistive technology and media as a teaching tool and a therapeutic device	4	4
<b>Home School Community Project</b>			
sen/04/020/04 (Optional)	Understands role of family and the community in the education of children with SEN	4	3
sen/04/021/04 (optional)	Demonstrates sound ability to solicit services and facilities from parents and the community for the benefit of learning of the child with SEN	4	3



UNIT NO.	UNIT STANDARD TITLE	LEVEL	CREDIT
sen/04/022/04	Demonstrate and apply knowledge of project writing and demonstrates fine skills as canvasser for funds for the school	4	3
sen/04/023/04	Involved in a variety of outreach programmes for benefit of inclusion and to eliminate stigma	4	3
<b>Child Care Hygiene</b>			
sen/04/024/04 (core)	Demonstrates knowledge of food, health, hygiene, safety and security measures in SEN	4	3
sen/04/025/04 (core)	Promotes good living styles through a variety of activities	4	3
sen/04/026/04 (option)	Initiates the child with SEN to live clean and tidy	4	3
<b>Practicum: Field Experience</b>			
sen/04/27/04 (core)	Demonstrates with concrete evidence professional attitude towards teaching with a backup of materials, teaching tools, and resources as well as evidence of case studies and successful teaching evidences	4	3
sen/04/028/04	Demonstrates track record of good practices and commendations	4	3
<b>Creativity &amp; Innovative Practices</b>			
sen/04/29/04 (core)	Demonstrates expertise in accommodation for the physical, emotional and psychomotor needs of the child with SEN	4	3
sen/04/30/04 (core)	Is creative in the development of materials and uses innovative practices to make learning fun for the child with SEN	4	3
<b>Personal Attributes</b>			
sen/04/31/04 (core)	Demonstrates ethical considerations and social/life skills required in their professional practice	4	3
sen/04/32/04 (core)	Demonstrates empathy and works with devotion for the welfare of the child with SEN	4	3
<b>Vocational</b>			
sen/04/033/04 (core)	Demonstrate awareness about opportunities for relevant Technical and Vocational studies for children with SEN	4	3
sen/04/034/04 (core)	Demonstrates knowledge of a variety of basic vocational skills for grounding the child with SEN for Job Prospects and Independent living	4	3
<b>Total</b>			<b>120</b>

### 3 Accreditation Option

Providers must apply for accreditation to the relevant Body.

### 4 Certification

The qualification will be awarded by the Mauritius Institute of Education.

## Other MQA Committees

### Meetings of Industry Training Advisory Committees (ITACs)

SN	ITAC	NAME OF CHAIRPERSON	NO. OF MEETINGS IN 2015
1	Agro Industry	Mr S Chung Ting Wan Principal Extension Officer Agricultural Research and Extension Unit (AREU)	3
2	Automation & Robotics	Dr Santaram Venkannah Associate Professor University of Mauritius	-
3	Automotive	Mr Vishnuduth Seewooruttun Director SSR Technical and Secretarial Institute	-
4	Beauty Care & Hairdressing	Mrs Brigitte Mouttou Victoire Marion Hair Club	-
5	Building Construction & Civil Engineering	Mr Sayadally Maudarbocus Ag. Deputy Director Mauritius Institute of Training and Development	-
6	Electrical & Electronics Engineering	Mr Jean Roland Fayolle Council of Engineers Ministry of Public Infrastructure, Land Transport & Shipping	-
7	Furniture Making	Mr Shazad Yousuf Joonas Managing Director Joonas Industries Ltd	-
8	Handicraft	Mr Rudy Tanoo Director Arts & Craft Manufacturers Association of Mauritius (ACMAM) R K Paradise Co Ltd	-
9	Health & Social Care	Dr Patrick Chui Wan Cheong Medical Director City Clinic	-
10	Information and Communications Technology	Dr Oveeyen Moonian Associate Professor University of Mauritius	-
11	Jewellery	Mrs Sadhna Sokhal President Jewellery Advisory Committee	5

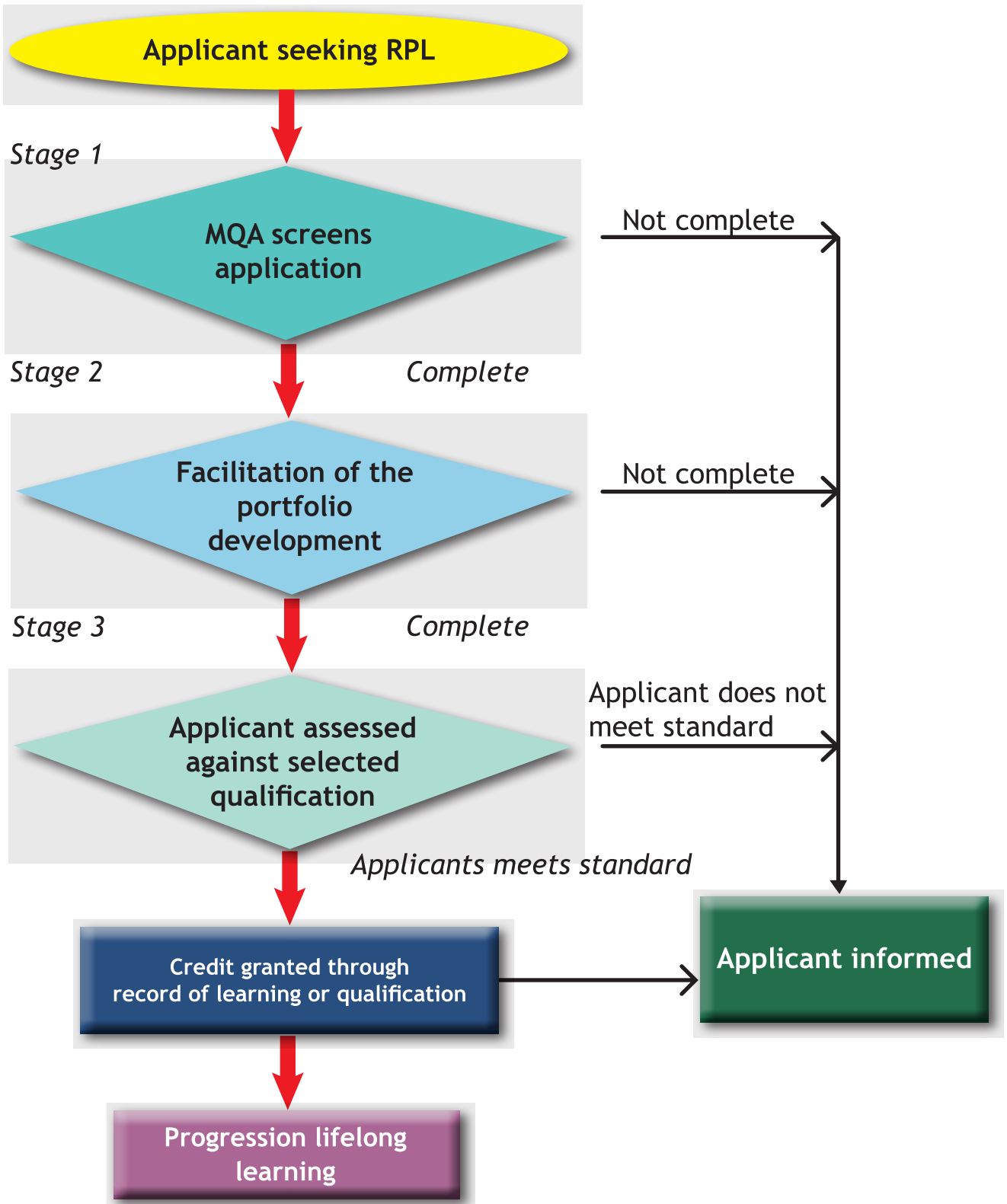
SN	ITAC	NAME OF CHAIRPERSON	NO. OF MEETINGS IN 2015
12	Language	Mrs Ludmila Soobrayen-Ramasawmy (Vice Chairperson) Training Officer Mauritius Institute of Training and Development	-
13	Mechanical Engineering	Mr Navraj Rogbeer Senior Mechanical Engineer Central Electricity Board	-
14	Management	Mr Sooben Thivyananden Nayedoo Administrative Manager Mauritius Broadcasting Cooperation	-
15	Printing	Mr Sylvio Empeigne Consultant	-
16	Seafood & Marine Industry	Mrs Priya Chingen Human Resource Manager Princes Tuna (Mtius) Ltd	-
17	Textile & Apparel	Dr S Rosunee (vice-Chairperson) Associate Professor Faculty of Engineering University of Mauritius	-
18	Tourism & Hospitality Management	Mr Tiburce Jacques Plissonneau Duquene Responsable de L'Intendance New Mauritius Hotels Ltd	-
19	Transport & Logistics	Mr Afzal Delbar Managing Director Freight Academy	-
20	Social Work	Mr Paramasiva (Dana) Chengan Executive Committee Member Mauritius Council of Social Services (MACOSS)	-
21	Special Education Needs	Mr S Dhunnoo Senior Lecturer - SEN Dept Mauritius Institute of Education (MIE)	6
<b>COMMITTEES</b>			
22	Early Childhood Care and Education	Mrs Amrita Kistamah Early Childhood Care and Education Authority	-
23	Adult Literacy	Mr Rajendra Korlapu-Bungaree Mauritius Institute of Education	-

## Meetings of Accreditation Committee

COMMITTEE	NAME OF CHAIRPERSON	NO. OF MEETINGS IN 2015
Accreditation Committee	Mr Kamalanaden Vella Mooten Ag. Deputy Director & Registrar MQA	12

## Meetings of Recognition & Equivalence Committee

COMMITTEE	NAME OF CHAIRPERSON	NO. OF MEETINGS IN 2015
Recognition & Equivalence Committee	Mr Kamalanaden Vella Mooten Ag. Deputy Director & Registrar MQA	12





MAURITIUS QUALIFICATIONS AUTHORITY

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