

## MAURITIUS QUALIFICATIONS AUTHORITY

### CONDITIONS GOVERNING THE REGISTRATION OF TRAINING INSTITUTION

*The registered Training Institution shall abide by the Mauritius Qualifications Authority Act, Mauritius Qualifications Authority (Training Institutions) Regulations, Quality Assurance Framework (QAF) and to the Conditions listed hereunder:-*

1. The registered Training Institution shall clearly **display** its name plate/signage as registered by the Authority at the entrance.
2. The Certificate of Registration for Training Institution, together with the approved/ accredited list of course(s)/ programme(s) conducted by trainer/s shall be affixed at the reception area and be clearly visible for guidance to the public.
3. The registered Training Institution will be **visited on a regular basis** by Mauritius Qualifications Authority (MQA) officer/s. Training Institutions **shall allow access** to its premises to MQA officer/s and provide any relevant information/records pertaining to training, whenever required. The MQA officer/s may be accompanied by a resource person and/or any other authorised person.
4. The registered Training Institution shall implement and advertise the course(s)/ programme(s) as approved/accredited by MQA. The registered Training Institution shall ensure that all the course(s)/programme(s) have obtained prior approval/accreditation from MQA before advertising and shall comply with **'Conditions Governing the Approval of Course'** and **'Conditions Governing the Accreditation of Programme'**.
5. The registered Training Institution shall ensure that information sheets spelling out the course details, course delivery, time table, assessment and certification, all fees charged, entry requirements and refund policy be provided to trainees before enrolment.
6. The registered Training Institution shall maintain evaluation/assessment reports of the course(s)/ programme(s) which shall be submitted on demand to MQA.
7. Qualified support staff shall be present for the day-to-day operation of the registered Training Institution.
8. The registered Training Institution shall provide to the MQA, a detailed time-table and a calendar of training prior to start of the course(s)/ programme(s).
9. The registered Training Institution shall submit to the Authority statistics on enrolment for the previous year by latest 15<sup>th</sup> January each year during the registration period.
10. The registered Training Institution shall keep attendance records of Manager, Programme Officer/s, Trainer/s, Support Staff and Trainees for inspection by MQA.
11. Appropriate Insurance Cover shall be taken for Manager, Programme Officer/s, Trainer/s, Support Staff, Trainees and public against accidents/hazards occurring within the premises of

the registered Training Institution. Special Insurance Cover shall be made available for on-the-job training e.g training attachment.

12. The registration of a Training Institution is valid for a period of **3 (three) years** as from date of registration. Application for renewal of registration shall be submitted to the MQA at least 3 months prior to the date of expiry of current registration failing which, an application fee of Rs 7500/- will be applicable in lieu of Rs 3000/-.
13. In case of any change concerning registration/ approval/accreditation, the registered Training Institution shall apply for '**Authorisation of Change**'. The Training Institution shall give at least **one month's notice** to MQA for a change of location.
14. The registered Training Institution wishing to cease operation shall inform the Authority in writing at least **three (3) months** prior to the date of closure and shall ensure that all trainees have completed their course(s)/programme(s) or shall make alternative arrangement acceptable to the Authority. The registered Training Institution shall do needful to inform the public on its cessation of business.
15. No person shall be employed as Manager of a Training Institution unless s/he satisfies the requirements laid down by the Authority. A person can act as Manager for only one Training Institution at a time.
16. The Manager shall ensure compliance to the requirement of the Quality Assurance Framework (QAF) in relation to the day to day running of the Training Institution by inter alia:
  - (i) ensuring quality and relevance of training at the institution through a regular management system;
  - (ii) monitoring duties of the Programme Officer, trainer/s and other staff;
  - (iii) keeping registers and documents as the Authority may specify;
  - (iv) submitting relevant document required by the Authority;
  - (v) ensuring effective provision of learner information and support;
  - (vi) participating in the recruitment of staff as per the Quality Assurance Framework;
  - (vii) keeping and maintaining record of all training at the Training Institution;
  - (viii) assisting in the training of new staff;
  - (ix) managing, monitoring and implementing administrative procedures;
  - (x) acting as liaison officer with the Authority.
17. The Manager shall ensure that no person shall be employed as a trainer unless s/he satisfies the requirements laid down by the Authority and ensure that only those trainers conduct both theory and practical classes as per set time table. The Manager shall also ensure that there is a valid agreement between the trainer/s and the Training Institution in respect of the course(s)/programme(s) being delivered.
18. In case the Manager is no longer employed at the Training Institution or moves to another Training Institution, the MQA should be informed immediately.
19. The Manager shall adhere to the criteria detailed under item '**Authorisation of Change**' of the Quality Assurance Framework (QAF) in case of any change concerning registration/ approval/accreditation.

20. No person shall be employed as Programme Officer in a Training Institution unless s/he satisfies the requirements laid down by the Authority.
21. A person can act as Programme Officer for only one Training Institution at a time.
22. The Programme Officer shall ensure implementation of the following activities:
- (i) ensure the implementation of training course(s)/programme(s) for the institution;
  - (ii) plan, monitor and control all the training course(s)/programme(s) of the institution;
  - (iii) ensure that the course(s)/programme(s) of the institution are delivered in the most efficient manner;
  - (iv) ensure that the training course(s)/programme(s) of the institution are consistent with the overall national plans;
  - (v) ensure that the training course(s)/programme(s) provided by the institution are constantly monitored, reviewed and updated/ amended as necessary to meet the needs of the country;
  - (vi) liaise with examining bodies to arrange/conduct assessment and examinations;
  - (vii) maintain high quality and proper standards of training by ensuring:
    - that only appropriate trainer/s deliver courses.
    - that only approved course/s and accredited programme/s are conducted by the Training Institution.
    - availability of adequate training facilities in terms of equipment, training, materials etc.
    - maintenance and use of training materials etc.
    - relevance of courses needs and abilities.
    - evaluation is conducted for all training programmes.
23. The Programme Officer shall participate in the selection of trainer/s who are suitably qualified and competent to perform the duties assigned to them.
24. The Programme Officer shall keep abreast of new techniques and development in the relevant field/s.
25. The Programme Officer shall ensure that trainer/s deliver the course/s properly within the attainment of all the objectives listed in the training programme/s.
26. The Programme Officer shall ensure that trainer/s are given refresher or training courses whenever necessary.

***Note: The Authority may cancel the registration of a Training Institution where it has contravened any provisions of the Mauritius Qualifications Authority Act, or the Mauritius Qualifications Authority (Training Institutions) Regulations.***