

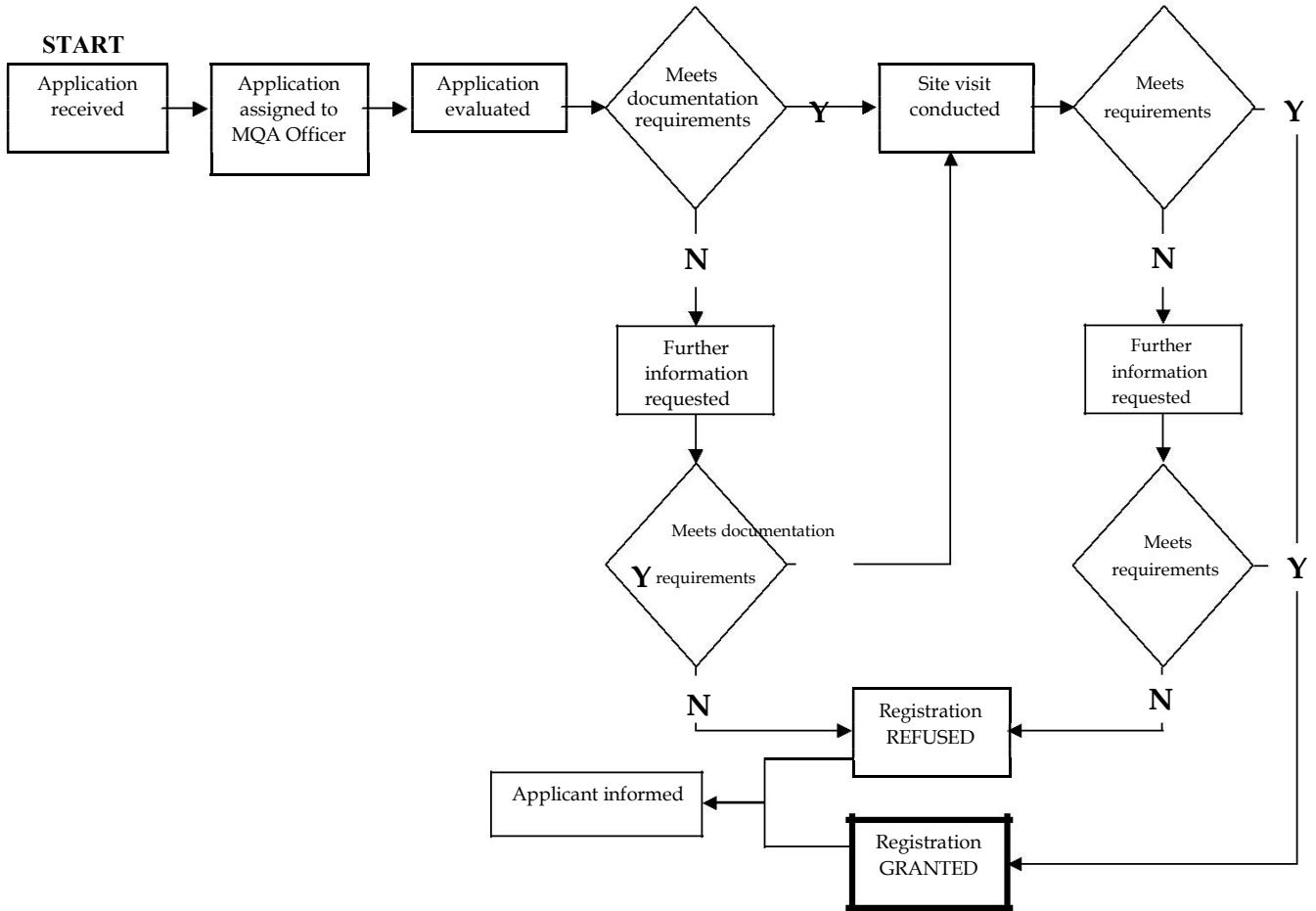
## 2. Registration of Training Institution

### 2.1. Requirements for Registration of Training Institution

Any organisation willing to provide training is required to be duly registered with the MQA and should meet the following requirements.

|  |   |
|--|---|
|  | The following should be submitted:  |
|  | <p><b>1.</b> Complete application/s on MQA prescribed form/s for</p> <ul style="list-style-type: none"> <li>-Training Institution</li> <li>-Manager -</li> <li>Programme Officer/s</li> </ul> <p><i>Note: Registration of Manager &amp; Programme Officer will be subject to complying with respective criteria</i></p> |
|  | <b>2.</b> Appropriate processing fees   |
|  | <p><b>3.</b> List of trainers</p> <p>Trainers should be appropriately qualified staff for each course</p> <p><i>Note: Trainers will be registered subject to complying with criteria for registration as trainer.</i></p>   |
|  | <p><b>4.</b> List of non-training staff</p> <p>Support staff present for the day to day operation of the training institution, wherever applicable</p>  |
|  | <p><b>5.</b> List of courses</p> <p>A list of courses to be dispensed</p> <p><i>Note: Course (non-award course and award programme) will be approved / accredited subject to satisfying criteria for course approval/ programme accreditation respectively</i></p>  |
|  | <p><b>6.</b> Organisation's legal document/s</p> <p>Organisations should exist as a legal entity</p>  |
|  | <p><b>7.</b> Business registration certificate (where applicable)</p> <p>Nature of business should be specific to technical, vocational and professional training</p>   |
|  | <p><b>8.</b> Authorities' clearances</p> <p>Organisations should show compliance to building, health &amp; safety and fire requirements</p>   |
|  | <p><b>9.</b> Site plan/s</p> <p>Site plan should indicate the exact geographical location/s of the organisation</p>   |
|  | <p><b>10.</b> A refund policy</p> <p>Evidence of system in place for refund to trainees</p>   |
|  | <p><b>11.</b> An insurance cover</p> <p>Public liability insurance cover against accidents/hazards occurring within the premises of the training institution</p>  |

## 2.2 Process for Registration of Training Institution



### **2.3 Training Institution Registration Decision**

Registration of training institution may be

- granted for a period valid up to three **(3) years** subject to continued compliance with conditions and regulations, or
- refused

### **2.4 Cessation of training activities**

Registered training institutions wishing to cease operation should inform the Authority in writing preferably three (3) months prior to the date of closure and should ensure that all trainees have completed their course/programme or should make alternative arrangement acceptable to the Authority.

### **2.5 Renewal of Registration of Training Institution**

At the expiry of registration of training institution, the registration renewal may be considered subject to:

- adherence to respective criteria for registration;
- submission of updated information as applicable;
- submission of an evaluation report
- having complied with conditions governing registration;
- having complied with MQA Regulations;
- not having any adverse report.

Application for renewal of registration of Training Institution should be made on the prescribed application form three (3) months before the date of expiry of registration.

The MQA will communicate the applicant of the decision of the Authority at latest one (1) month before the expiry of registration.

### **2.6 Appeal**

Any appeal should be made as per provisions made under the MQA Regulations within 21 days of the decision of the Authority.