



MAURITIUS QUALIFICATIONS AUTHORITY



GUIDELINES FOR SELECTION OF TRAINERS BY REGISTERED TRAINING INSTITUTIONS



MARCH 6, 2020

MAURITIUS QUALIFICATIONS AUTHORITY
Pont Fer, Phoenix

(a) Minimum eligibility

The training institution to ensure that the Trainer is:

- (i) of good character; and
- (ii) medically fit to provide training.

(b) Trainer's profile and certificates

The training institution to ensure that the Trainer :

- (i) holds recognised qualification(s) in the area of the training and the qualification(s) should be at least the same level in which the training is being offered;
- (ii) has knowledge and skills in the fields in which training will be delivered; and
- (iii) undertakes continuing professional development.

Note:- The training institution needs to maintain records and retain evidence of the competency of the trainer. The training institution may put in place an arrangement for the trainer to work under supervision, as required.

(c) Core competence requirements for Trainers

The training institution to ensure that the Trainer can demonstrate that s/he is able to:

- (i) ensure that the training facilities are as per training requirements;
- (ii) identify and mitigate potential health and safety risks during practical sessions;
- (iii) assist in the design of training programmes and instructional resources;
- (iv) assist in the design/development of assessment packages;
- (v) assist in the management of training plans and schedules;
- (vi) conduct training programmes;
- (vii) facilitate learning by use of multimedia;
- (viii) facilitate work-based learning;
- (ix) provide support in practical activities;
- (x) conduct assessment tasks; and
- (xi) assist in the evaluation of training.

(d) Additional requirements for Trainers

Training institution to ensure that the Trainer would be able to:

- (i) develop and implement training strategies specific for slow learners; and
- (ii) develop and adapt training curriculum, learning materials and assessment tools by taking into consideration learners with special needs.

Note: The information and documents at (a) and (b) above shall be duly certified by the relevant institution/persons and secured by the training institution for record purposes.

General Notes

- (i) The application for Registration of Training Institution, accreditation of training programme and application for approval of non-award course shall be submitted in the prescribed manner together with the list and profiles of potential trainers as per the template. Any subsequent change to the list of trainer(s) shall be notified to the Authority;
- (ii) No person shall be employed as a trainer in a training institution unless s/he is a **‘fit and proper’** person to act as such. The name(s) and details of the list of trainer(s) shall be admitted in the ‘Register of Trainers’ of the MQA as determined by the Authority.

