



Mauritius Qualifications Authority

(Established under the Mauritius Qualifications Authority Act 2001)

**Please read carefully
the General Notes
on Page 6 before
filling this form**

Application form for Accreditation of Award Programme

A. Applicant's Details

Name of Registered Training Institution:

Correspondence Address:.....
(in block letters)

.....
(in block letters)

Site of Training:

1.....

2.....

Phone No. - Office :..... Fax :.....

Email address :.....

Website: http://.....

B. Details Programme Requirements

Title of Programme:

Name of Awarding body:.....

(Please attach evidence of Recognition of Programme & Awarding Body in Country of Origin)

Please attach Programme Structure indicating the following:

- *core units*
- *streams/options (as appropriate)*
- *elective units*

(Please attach Programme Content)

Programme Objectives:.....

.....

Entry Requirements (as specified by awarding body):.....

.....

Duration of Contact Hours (theory):..... Duration of Practical (hrs):.....

Proposed Total Duration of Programme (hrs):.....

Total Duration of Programme (hrs) as prescribed by the awarding body:

Full Time Part Time (Please tick where appropriate)

Indicative NQF Level

Tentative programme implementation plan in terms of months/years:

C. Programme Delivery Requirements (Please tick where appropriate)

Teaching Methodology / Approach

Formal classroom Practical Group discussion On the job

Others (please specify):

Please indicate whether the training institution is registered as

Single permanent site Multi-permanent sites Temporary site

D. Mode of Course Delivery (Please tick where appropriate)

Face-to-face	Distance Mode
Contact <input type="checkbox"/>	Distance <input type="checkbox"/>
	E-Learning <input type="checkbox"/>
	Online <input type="checkbox"/>

E. Course Fee

Programme fee per participant

F. Facilities relevant to the course (Please tick where appropriate)

Computers White Board Resource centre

Photocopying facilities Projector Laboratory

Multimedia computer Relevant Software

Others (please specify):

G. Mode of Delivery Requirements (Optional)

This part of the form is applicable for courses delivered through **Distance Mode**. (Please tick where appropriate).

Please indicate Policies and Procedures put in place for Distance Learning Delivery	Available	
	Yes	No
1. Programme development is in line with the mode of delivery	<input type="checkbox"/>	<input type="checkbox"/>
2. Learning resources are appropriate for this mode of delivery	<input type="checkbox"/>	<input type="checkbox"/>
3. Learner information and support systems ensure that learners working in isolation receive the necessary level of support and guidance	<input type="checkbox"/>	<input type="checkbox"/>
4. Recruitment and selection of experienced staff in distance mode	<input type="checkbox"/>	<input type="checkbox"/>
5. Systems for monitoring student satisfaction are appropriate for the needs of distance learners	<input type="checkbox"/>	<input type="checkbox"/>
6. Systems for recording student progress and final achievement are appropriate	<input type="checkbox"/>	<input type="checkbox"/>

This part of the form is applicable for courses delivered through **E-learning**. Please indicate facilities available. (Please tick where appropriate).

PCs	<input type="checkbox"/>	Telephone	<input type="checkbox"/>
CDs/ DVDs/Tapes	<input type="checkbox"/>	Relevant Software	<input type="checkbox"/>
TV	<input type="checkbox"/>	Headset	<input type="checkbox"/>
Video	<input type="checkbox"/>	Audio equipment	<input type="checkbox"/>
Facilitator (Trainer)	<input type="checkbox"/>		
High speed Internet/Intranet/LAN/WAN	<input type="checkbox"/>		
Others (please specify):.....			

H. List of Trainers (If more trainers , please attach the additional list in the same format).

Name of Trainers (as per NIC)	Modules to be taught
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	

I. Examinations / Assessment Procedures

Examining Body:

Validity of agreement with Examining Body (if applicable):

Exam Centre is approved by Awarding / Examining Body: Yes No

Weightage for continuous assessment: Modular weightage:

Weightage for practical: Weightage for exams:

Weightage for project work/thesis/dissertation:

Weightage for oral exam:

Please attach details on the following:

- Details on Assignment Moderation
- Details on Exam Moderation
- Details on Scripts Moderation
- Details on Assessments for non-examinable modules

Others (please specify):
.....
.....
.....

Please provide evidence of the above

This form together with attachments and payment should be submitted to:

**The Director
Mauritius Qualifications Authority
IVTB Compound
Pont Fer
Phoenix**

It is an offence to give false information or to conceal an information in this form.

I declare that the particulars in the application and in the sheets attached thereto are true to the best of my knowledge and belief.

Name:
Surname *Other name/s*

Signature: **Designation:**.....

Date:...../...../.....

Checklist

Duly filled in application should be submitted accompanied by the following:
(Please tick as appropriate to indicate whether documents are attached)

	Yes	No	For office use only
1. Agreement with Awarding Body			
2. Evidence of other collaborative agreement (through agent), where applicable			
3. Agreement with Examining Body (if applicable)			
4. Format of Certificate to be issued to participants			
5. CV of foreign trainers, where applicable			
6. Detailed course content			
7. Processing Fee for Application for Accreditation of programme (Rs3,000 per programme)			
8. Evidence of Recognition of Awarding Body & Programme in Country of Origin			

- This form should be filled in after consultation of the Quality Assurance (QA) Standard which is available at the MQA office and can also be downloaded from our website at <http://www.mqa.mu>.
- For first time programme accreditation, **Training Institution** will be required to submit Application Form for Accreditation for each programme, together with a self-evaluation workbook. Guidelines for preparing self-evaluation workbook are available at the MQA office or on the MQA website at <http://www.mqa.mu>.
- For accreditation, a processing fee of Rs 3000 is applicable per programme.