

# MAURITIUS QUALIFICATIONS AUTHORITY

## CONDITIONS GOVERNING THE APPROVAL OF NON-AWARD COURSE

*Training providers involved in the delivery of non-award courses shall abide by the Quality Assurance Standard for Training Institution and to the conditions listed hereunder:-*

1. Course approval for a non-award course is valid for a maximum period of 3 years or unless specified otherwise and should not be run after the expiry date. At the expiry of the approval period, new application for approval of course should be submitted in the prescribed manner unless there is no change.
2. The course, as approved by the MQA, should be run in strict compliance and adherence to the letter of approval of course
3. The time table for each run specifying the date, time and venue of delivery prior to start of the approved course should be submitted to the Authority. **In the event that a time table is not submitted, it will be considered that the course will not be run.**
4. In the event that a course will not be run, the MQA should be notified in writing immediately
5. Change/s, if any, pertaining to the approved course has to be submitted to the MQA prior to the start of the course (*refer to form for application of Authorisation of Significant Change*). The course should not be run until the request for change has been approved.
6. A Certificate of Attendance is issued to trainees with a minimum attendance of 80% subject to satisfying the institution's rules and regulations
7. At the end of the course, an evaluation report or any related information has to be submitted to the MQA including profile and details of participants. Any further consideration for approval will be subject to submission of same.
8. In case of a training institution, validity of approval of course is conditional to its registration being in order

*Note:*

1. *After granting approval of course the Authority may make such an enquiry and consult such persons or authorities as it may deem necessary to ascertain successful delivery of course.*

2. *The approval may be cancelled and necessary action will be undertaken by the Authority against training providers in case of the following:*
  - (a) *Non-compliance (with respect to MQA Act 2001, MQA Regulations and Quality Assurance Standard for Training Institution) found during monitoring visits through spot checks at the venue of course delivery; and*
  - (b) *Any justified complaints*
3. *The Authority or any of its officers, may with or without notice, visit the venue of the delivery of course and inspect any register or documents with respect to training*