

## MAURITIUS QUALIFICATIONS AUTHORITY

### CONDITIONS GOVERNING THE REGISTRATION OF MANAGER

*Registered Manager shall abide by the Quality Assurance Standard for Training Institution and to the conditions listed hereunder:-*

1. No person shall be employed as Manager of a training institution unless s/he is duly registered as such. A person can act as Manager for any one Training Institution at a time.
2. The registration of Manager is valid for a period of three (3) years subject to compliance with the Quality Assurance Standard and Regulations made under the MQA Act 2001(as amended by the Education and Training (Miscellaneous Provisions) Act 2005).
3. For Manager of Foreign nationality, registration will be valid subject to the work/occupation/residence permit being in order.
4. The Manager should ensure compliance to the requirement of the Quality Assurance Standard in relation to the day to day running of the training institution by inter alia;
  - Ensuring quality and relevance of training at the institution through a regular management system
  - Monitoring duties of Programme Officer/s and trainer/s
  - Keeping registers and documents as the Authority may specify
  - Submitting for inspection and relevant document required by the Authority
  - Ensuring effective provision of learner information and support
  - Participating in the recruitment of Programme Officers and Trainers as per MQA Quality Assurance Standard
  - Keeping and maintain record of all training at the training institution
  - Assisting in the training of new staff
  - Managing, monitor and implement administrative procedures
  - Acting as liaison officer with the Authority
5. In case the Manager moves to another training institution the MQA should be informed immediately.
6. The Manager should adhere to the criteria detailed under item 'Authorisation of Change and Notification of Change' of the Quality Assurance Standard in case of any change concerning registration/ approval/accreditation.
7. Application for renewal of registration as Manager should be made on respective prescribed application form three months before the date of expiry of the current registration.
8. The Manager should ensure that there is a valid agreement between the trainer/s and the provider in respect of the course being delivered.

*Note:*

*1. The Authority may cancel the registration of the Manager if s/he:*

- is not resident in Mauritius*
- has breached any condition attached herewith the certificate of registration*
- is found guilty of professional misconduct*
- is not of good character*
- is medically unfit*