

MAURITIUS QUALIFICATIONS AUTHORITY

CONDITIONS GOVERNING THE REGISTRATION OF PROGRAMME OFFICER

Registered Programme Officer shall abide by the Quality Assurance Standard for Training Institution and to the conditions listed hereunder:

1. No person shall be employed as Programme Officer in a training institution unless s/he is registered as such. A registered Programme Officer is authorised to coordinate courses in not more than 3 different fields of training/education provided s/he should be a duly registered trainer in at least one of these fields.
2. The registration is valid for a period of three (3) years subject to compliance with the Quality Assurance Standard and the Regulations made under the MQA Act 2001(as amended by the Education and Training (Miscellaneous Provisions) Act 2005). The registration may be renewed subject to submission of prescribed application form three months prior to expiry of current registration.
3. A person can act as Programme Officer for only one Training Institution at a time.
4. For Programme officer of foreign nationality, registration will be valid subject to the work/occupation/residence permit being in order.
5. The Programme Officer should ensure implementation of the following activities:
 - Ensure the implementation training programme for the institution
 - Plan, monitor and control all the training programmes of the institution.
 - Ensure that the programmes of the institution are delivered in the most efficient manner.
 - Ensure that the training programmes of the institution are consistent with the overall national plans
 - Ensure that the training programmes provided by the institution are constantly monitored, reviewed and updated/ amended as necessary to meet the needs of the country
 - Liaise with examining bodies to arrange/conduct examinations/tests
 - Maintain high quality and proper standards of training by ensuring:-
 - that only registered trainers deliver courses
 - that only approved courses are conducted by the training institution
 - availability of adequate training facilities in terms of equipment, training, materials etc.
 - maintenance and use of training materials etc
 - relevance of courses needs and abilities
 - evaluation is conducted for all training programmes
6. The Registered Programme Officer should participate in the selection of trainers who are suitably qualified and competent to perform the duties assigned to them.

7. The Registered Programme Officer should keep abreast of new techniques and development in the relevant field.
8. The Registered Programme Officer should ensure that trainers deliver the courses properly within the attainment of all the objectives listed in the training programmes.
9. The Registered Programme Officer should ensure that trainers are given refresher or training courses whenever necessary.
10. The Registered Programme Officer 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 Programme Officer if s/he:*
 - *has contravened the MQA Act or any regulation made under the Act*
 - *has breached any condition attached herewith the certificate of registration*
 - *is found guilty of professional misconduct*
 - *is not of good character*
 - *is medically unfit*