

MAURITIUS QUALIFICATIONS AUTHORITY

CONDITIONS GOVERNING THE REGISTRATION OF TRAINING INSTITUTION

Registered Training Institution shall abide by the criteria for registration and to the conditions listed hereunder:-

1. Registered training institutions should clearly **display** name plate/signage. The certificate of registration with the approved list of courses conducted by registered trainers should be displayed for guidance to the public.
2. Registered training institutions will be **visited on a regular basis** by Mauritius Qualifications Authority (MQA) Officers. Training institutions **should allow access** to premises to MQA Officers and provide any relevant information pertaining to training, whenever required.
3. Registered training institutions should implement and advertise the training programmes as approved by MQA. The Manager should ensure that all the courses have obtained prior approval from MQA and is complying with **‘Conditions Governing the Approval of Course’** before any advertisement. Information sheets spelling out the entry requirements and refund policies should be provided to trainees on enrolment.
4. The Manager should ensure that no person shall be employed as trainer unless s/he is duly registered with the MQA and that **only registered trainers conduct both theory and practical classes**. The Manager should ensure that there is a valid agreement between the trainer/s and the training institution in respect of the course being delivered.
5. The Manager should **maintain evaluation/assessment reports** of the courses which should be submitted on demand to MQA.
6. **Qualified support staff** should be present for the day to day operation of the training institution, whenever applicable.
7. The training institution should provide to MQA, as far as possible **in advance**, a calendar of training programmes to be run during the year.
8. The Manager should keep attendance records of **trainees and trainers** as well as **Programme Officer/s** and support staff for inspection by MQA.
9. Information regarding course fees and statistics on training conducted by the training institutions **should be made available** on demand to MQA.
10. Insurance cover should be taken for **all trainers, trainees and Programme Officers** against accidents/hazards occurring within the premises of the training institution. Special Insurance Cover should be made available for on-the-job training e.g training attachment.
11. The registration of a training institution is valid for a period of **3 (three) years** as from date of registration against payment of Rs7,500/-. Application for renewal of registration should be submitted to the MQA 3 months prior to the date of expiry of current registration.

12. The registered training institution 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. The training institution should give **one month’s notice** to MQA for a change of location.

13. Registered training institutions wishing to cease operation should inform the Authority in writing preferably (3) month prior to the date of closure and should ensure that all trainees have completed their course/programme or should make alternative arrangement acceptable to the Authority. The training institution should do needful to inform the public on its cessation of business.

Note:

1. *The registration of a training institution **shall be cancelled** if the owner or manager **has contravened** any regulation made under the MQA Act 2001 (as amended by the Education and Training (Miscellaneous Provisions) Act 2005).*