

MAURITIUS QUALIFICATIONS AUTHORITY

Conditions Governing the Registration of Training Institutions

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

1. Registered training institutions should clearly **display** at the entrance, the certificate of registration with the annexed list of courses conducted by registered trainers, 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 before being advertised. Information sheets spelling out the entry requirements should be provided to trainees on enrolment. Any variation to the training programmes should have prior approval of the MQA.
4. The Manager should ensure that no person shall teach or be employed as trainer unless (s)he is registered with the MQA and that **only registered trainers conduct both theory and practical classes**.
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 programmes to be run during the year.
8. The Manager should keep attendance records of **trainees and trainers** as well as **Programme Officer** and support staff for inspection by MQA.
9. Information regarding 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 and trainees** 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 Rs5000/-. Application for renewal of registration to be submitted to the MQA 3 months prior to date of expiry of current registration.
12. Any change concerning registration **shall be notified** to the MQA. Any change in location of the training institution after being registered should receive the prior approval of the MQA. The training institution should give **one month's notice** to MQA for the change of location.
13. The registration of a training institution **shall be cancelled** if the owner or manager **has contravened** any regulation or condition attached to the registration of the training institution.

Note 1: Paragraph 4 section 8a states that:

- 8 (a) The Authority may cancel the registration of a training institution-
- (i) if it has contravened the Act of any regulations made under the Act;
 - (ii) if on any of the grounds on which it would have been entitled to refuse registration under paragraph (4);
 - (iii) if it has breached any condition attached to its certificate of registration;
 - (iv) if it is has ceased to exist;
 - (v) if it is not being properly administered;
 - (vi) if a direction under regulation 11 has not been complied with.

Note 2: Paragraph 12 states that:

12. Any person who –
- (a) contravenes any regulation;
 - (b) employs or permits an unregistered person to work as manager, programme officer or trainer in an institution;
 - (c) knowingly or recklessly makes any statement, or furnishes any information, which is false in any material particular –
 - (i) in an application for registration of any nature under these regulations;
 - (ii) as to the character or qualifications of any person in so far as such character or qualifications may affect any decision of the Authority;
 - (iii) in an advertisement concerning any training institution’
 - (d) obstructs, resists or impedes the Authority or any of its officers authorized by it under regulation 10 when carrying out an inspection of a training institution;
 - (e) being a manager or a programme officer refuses to produce any book or document, or to furnish any information which he is required to produce under these regulations; or
 - (f) is the owner or acts as a manager or programme officer or trainer of a training institution which is functioning after its registration has been cancelled under these regulations,

shall commit an offence and shall, on conviction, be liable to a fine not exceeding 25,000 rupees and to imprisonment for a term not exceeding one year.