



GUIDELINES ON APPROVAL OF NON- AWARD COURSES FOR EMPLOYERS



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Table of Contents

Glossary of Terms.....	2
1.0 Purpose and Scope	3
2.0 Non-Award Courses.....	3
3.0 Application for Approval of Non-Award Courses	4
4.0 Criteria for Approval of Non-Award Courses.....	4
5.0 The Approval Process for Non-Award Courses.....	5
6.0 MQA Decision on Approval of Non-Award Courses.....	5
7.0 Schedule, Completion and Evaluation of training.....	6
8.0 Application for authorisation of change.....	6
9.0 Compliance on Non-Award Course.....	7
10.0 Course Fee and Refund under the Levy Grant System	7
11.0 Application Fee.....	7

Glossary of Terms

Term	Definition
Certificate of Attendance	Certificate of Attendance means a certificate issued by the employer testifying completion of training in a non-award course.
Training Programme	Training programme means an award course which leads to a formal qualification issued by a recognised awarding body.
National Qualifications Framework	National Qualifications Framework (NQF) is a system for classification and articulation of quality assured qualifications according to a set of criteria.
Non-Award Course	A Non-Award course means a training that helps learners to acquire competencies and leads to a certificate of attendance.
Skillset	A skillset is a set of skills; especially a collection of skills and abilities that can be applied to a professional achievement.
Training Institution	Training Institution means a training provider at the technical and vocational level responsible for developing and dispensing knowledge, understanding and skills through any mode.

1.0 Purpose and Scope

The guidelines on approval of Non-Award courses for employers have been developed to provide information and guidance on the approval of Non-Award courses to employers.

The document establishes a framework which mainly focus on aspects of governance, quality assurance and all arrangements pertaining to development and delivery of Non-Award courses.

The guidelines apply only to the types of courses specified and exclude training programmes registered on the National Qualifications Framework (NQF). The procedures detailed in this document would apply to employers dispensing training with or without partnership or in collaboration with other organisations.

The guidelines aim to ensure strict adherence to the Mauritius Qualifications Authority Act, the Mauritius Qualifications Authority (Training Institutions) Regulations 2009 as amended and the Quality Assurance Framework (QAF) established by the Authority.

The document will support potential employers in developing high quality structured courses and providing its employees with good training experiences and learning outcomes.

2.0 Non-Award Courses

A Non-Award course is in general a formal training that helps learners to acquire competencies in a specified field. Non-Award courses comprised structured units of learning termed as ‘skillsets’ or ‘modules’. The following types of Non-Award courses have been established by the Mauritius Qualifications Authority (MQA):

- a) a targeted short learning programme to upgrade skills and knowledge in a chosen field of learning.
- b) a short course with one or more modules offering individuals relevant professional development to maintain, improve and expand their competence and knowledge in their chosen interest area or profession.
- c) a structured course of learning to meet a specific need in workplace environments.
- d) a training which is strictly company/work specific targeted to people in specialized areas with an aim to apply new technology or operate new machinery.

Non-Award courses are not registered on the National Qualifications Framework (NQF) and do not lead to an NQF Qualification. After completion of training of a Non-Award course, the learner would be issued a ‘Certificate of Attendance’ by the employer.

3.0 Application for Approval of Non-Award Courses

In line with the purpose and scope of this document, any employer intending to dispense a non-award course has to apply for its approval to the MQA.

The application for the approval of Non-Award course shall be made through an electronic platform as determined by the MQA or in such other prescribed manner.

The application shall be submitted to the Authority with information/documents as required in this guideline together with the payment of the appropriate non-refundable application fee as specified in the MQA Regulations.

An application for approval of Non-Award course will be processed by the MQA provided that it is submitted to the Authority **two (2) weeks** before the intended start date of the training.

4.0 Criteria for Approval of Non-Award Courses

Even though Non-Award courses are not registered on the NQF and do not lead to a formal qualification, such courses will also be subject to a rigorous mechanism of quality assurance.

The applicant will have to meet the requirements for Non-Award course as follows:

a) Skills Needs Assessment

A successful skills needs assessment to identify those who need training and more importantly what kind and type of training is needed. The employer has therefore to ensure that a skills needs assessment is undertaken and moreover, document a procedure with a proper training plan so as to achieve its requirements.

b) Application Details (Course Structure, Duration, etc)

All Non-Award courses will be developed to achieve the purpose of the course, meet the needs of its intended target group, and enable employees to achieve the set learning outcome. The employer has to ensure that in its application the following are clearly specified:

- i. the legal name of the applicant.
- ii. the exact title of the Non-Award course reflecting the subject area or field.
- iii. the course content, its purpose, the learning outcome and the duration of the training in terms of hours (hrs).
- iv. the target group and the profile of employees.

c) Resources and Delivery of Training

Positive learning outcomes for learners depend on the effective delivery of well designed courses. Course delivery is effective when learning is purposeful, there is attention to employees' needs, the delivery methods used are appropriate and varied and there is an appropriate balance of theory and practice.

With a view to accomplish the training goals, employers have therefore to ensure that:

- i. the trainer selected has the required competence and is fulfilling the minimum eligibility to act as such.
- ii. facilities in terms of equipment are available for proper delivery of training.
- iii. teaching and learning facilities are adequate and where applicable, licenses for such facilities are issued by the relevant authorities.
- iv. the delivery methods are adequate and appropriate for the course and the target group.
- v. the environment is conducive to teaching and learning and the training facilities and site are accessible to all.

5.0 The Approval Process for Non-Award Courses

The processing of the application of approval of Non-Award course is aligned with practices of good governance and accordingly standard operating procedures have been established to make the whole process fully structured, transparent and consistent.

The MQA will acknowledge receipt of the application for Non-Award course and the application will be verified. The application will subsequently be evaluated against the criteria specified in this document and additional information/documents may be requested from the applicant for further processing.

During the processing of the application, the Non-Award course may also be evaluated by a subject specialist and the site of training assessed accordingly.

6.0 MQA Decision on Approval of Non-Award Courses

The Authority may, not later than **two (2) weeks** of the completion of all formalities, grant or refuse the application for approval of a non-award course.

Where the Authority grants an application, a "statement of approval of non-award course" will be issued to the applicant and the MQA may impose such terms and conditions as it may determine. The approval of the Non-Award course shall be valid for a maximum period of **two (2) years** as from date of approval.

The Authority may withdraw the approval of the Non-Award course in case it is found that the criteria spelt in this document have not been adhered to.

7.0 Schedule, Completion and Evaluation of training

After the grant of the approval of the Non-Award course, the employer has to submit to the Authority a detailed time-table **two (2) days** before the start of the course and specify the exact date(s), time(s) and venue of the training.

Upon completion of training, the employer has to issue a '**Certificate of Attendance**' to all employees having followed at least 80% of the course content of the training. The 'Certificate of Attendance' has to be issued by the employer and should be duly signed by a responsible person. The 'Certificate of Attendance' shall not bear the logo of the MQA, unless its use has been duly approved by the Authority.

The employer shall ensure the quality and relevance of training through a regular management system and conduct an evaluation of training for all Non-Award course dispensed. The provider should ensure that it has systems in place to regularly monitor employee satisfaction and accordingly the latter must be given an opportunity to give feedback on the quality and delivery of the course.

8.0 Application for authorisation of change

In case of any change in an already approved Non-Award course, the employer has to submit an application for change accompanied by the relevant justifications/documents together with the payment of the appropriate non-refundable application fee as specified in the MQA Regulations.

The application for authorisation of change to the approved course may include the following:

- a) a change in the duration of the course
- b) a minor change in the content of the course which has no impact on the initial set course objectives
- c) a change in trainer(s)
- d) a change in the mode of delivery
- e) a change in the site of delivery

The employer shall not dispense the training until the authorisation of change is acceded by the Authority.

9.0 Compliance on Non-Award Course

Employers dispensing Non-Award course will be monitored to ensure compliance with the MQA Act and its Regulations.

The Authority or any of its officers authorised by it in writing may, with or without notice, and at any reasonable time, visit the premises where training is being conducted, and inspect any document related with training. In case of non-compliance the approval of course may be withdrawn by the MQA.

10.0 Course Fee and Refund under the Levy Grant System

This guideline is a tool to employers to make arrangements pertaining to the development and delivery of Non-Award courses. In the application for approval of Non-Award course, employers will **not** be required to submit any course fee.

All matters pertaining to refund under the Levy Grant System have to be liaised with the Human Resource Development Council (HRDC) accordingly.

11.0 Application Fee

The Authority may for

- a) application of approval of Non-Award course, or
- b) application for authorisation of change

charge the appropriate non-refundable fee as follows:

Description	Fee
1. Application for Approval of Non-Award Course	Rs 3,000
2. Application for Authorisation of Change	Rs 1,000

Review

This “Guideline and Procedure” is subject to review every 5 years or as and when the need arises.

References

1. Quality Assurance Framework for TVET Sector in Mauritius- MQA, Mauritius
2. Guidelines for Selection of Trainers by Registered Training Institutions- MQA, Mauritius
3. Code of Practice: A Set of Requirements and Standards for Training Institutions and Students for Quality Service and Effective Learning- MQA, Mauritius
4. Policy for enrolment of International Students at MQA Registered Training Institutions - MQA, Mauritius
5. “Non-Award Course” Policy and Procedures- CQ University, Australia
6. “Criteria and Guidelines for Approval of Non-Credit Bearing Courses” -BQA, Botswana
7. “Criteria and Guidelines for Short Courses and Skills Programme” - SAQA, South Africa