



GUIDELINES ON ACCREDITATION OF TRAINING PROGRAMME FOR TRAINING INSTITUTIONS



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Glossary of Terms

| Term | Definition |
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| Accreditation of Training Programme | A process of quality assurance through which accredited status is granted to a training programme, showing it has been approved by the relevant authority by having met predetermined standards |
| Credit | A value assigned to a Unit Standard or a qualification that represents the learning time required to meet the performance requirements of the Unit Standards or qualification |
| National Qualifications Framework | National Qualifications Framework (NQF) is a system for classification, publication and articulation of quality assured qualifications according to a set of criteria. |
| Qualification | The formal recognition of the achievement of the required number and range of credits and other requirements at specific levels as determined. |
| 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. |
| Training Programme | An award course which leads to a formal qualification issued by a recognised awarding body. |

1.0 Purpose and Scope

The guidelines have been developed to provide information and guidance to registered training institutions on the accreditation of training programmes.

The document establishes a framework which mainly focus on aspects of governance, quality assurance and all arrangements pertaining to development and delivery of accredited training programme.

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.

2.0 Application for Accreditation of Training Programme

In line with the purpose and scope of this document, any registered training institution intending to dispense a training programme has to apply for its accreditation to the MQA.

Application for accreditation of training programme shall be made through an electronic platform as determined by the MQA or in such other prescribed manner.

The application has to 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 Mauritius Qualifications Authority (Training Institutions) Regulations 2009 as amended.

3.0 Criteria for Accreditation of Training Programme

All registered training institutions willing to offer training programme/s has to submit their application for accreditation together with the following:

3.1. The need of the Programme

The training institution has to supplement its application with details on prior market surveys/ training need analysis justifying the need for the programme.

3.2. Programme Details

The training institution has to submit the following:

3.2.1. Title of the Programme

The exact title of the programme as accredited and recognized by the competent authority in the country of origin (e.g, UK it is OFQUAL, South Africa it is SAQA, etc).

In case of National Qualification, the title should be the same as the one validated by the MQA.

3.2.2. Qualification Number

The qualification number has to be for the exact qualification of the programme as accredited and recognized by the competent authority in the country of origin.

3.2.3. Level of Qualification on the Qualifications Framework in the Country of Origin

The level of the qualification should be the same as the level of the programme in the existing Qualification Framework of the country of origin.

3.2.4. Programme Objectives

The objective of the programme should be the one as prescribed by the awarding body.

3.2.5. Programme Content

The full content of the programme as prescribed by the awarding body should be submitted.

3.2.6. Mode of Delivery

To specify clearly the mode of delivery and provide details on the relevant facilities available. Evidence of arrangement made for placement shall also be specified wherever applicable.

In case the programme to be delivered is through online mode, the quality assurance mechanism put in place for follow up should be described and submitted.

3.2.7. Duration of Programme

The duration of the programme should be as prescribed by the awarding body and it has to be broken down into theory and practical and presented in terms of number of hours (*Total Qualification Time and Guided Learning Hours to be specified, if available*).

3.2.8. Entry requirements

To specify the entry requirements as prescribed by the awarding. However, training institution should adjust the entry requirements in line with local context.

3.2.9. Course Fee

This guideline is a tool to training institutions to make arrangements pertaining to the development and delivery of training programme. In the application for accreditation of training programme, training institutions have to submit the course fee per participant.

The course fee per participant is the total tuition fee for the whole programme. A separate tuition fee has to be provided in case the training institution intends to recruit international students. However, the training institution should verify with relevant Authorities as to whether their programmes meet the criteria for recruitment of foreign students. (*Training institution to refer to MQA document, namely “Guidelines for enrolment of international students at training institutions”*)

3.3. Awarding Body

3.3.1. Name of Awarding Body

The name of the Awarding Body should be the exact name as recognized by the Regulatory Body in the country of origin.

3.3.3. Recognition of Awarding body and qualification in the country of origin

Evidence of recognition by the Regulatory body in the country of origin has to be provided (e.g, UK it is OFQUAL, South Africa it is SAQA, etc)

3.3.4. Agreement with awarding body

There has to be a valid agreement with the awarding body pertaining to the training programme for which accreditation is being sought.

3.4. Examining Body

Details to be provided for conduct/supervision of written examination, supervision for assignments/portfolio of evidence and arrangement made for External Verifier wherever applicable.

The evidence of agreements with examining body should be for the specific programme and should be up to date.

3.5. Scheme of Assessment

Details on assessment methods and, weightage to be provided for each assessment method, including procedures for the moderation of the programme, both internal and external.

3.6. Sample Certificate

A sample certificate of the qualification emanating from the Awarding Body has to be provided. The sample certificate should specify the exact title of the qualification and the qualification number as accredited and recognized in the country of origin and the relevant qualification number.

3.7. Trainers

Training Institution should ensure that trainers have the relevant qualification/s and experience for the modules to be delivered. Profile of Trainers together with copy of qualifications, work experience and Mauritian National Identity Card shall accompany the application. The training institution has to ensure that it has signed agreement with the trainer(s) involved in the training. *(Refer to MQA document “Guidelines for Selection of Trainers at Training Institutions)*

3.8. Refund Policy

A well-defined refund policy shall accompany the application detailing amongst others, the procedures, in case (i) learners withdraw from programme prior to and after the commencement date of a programme;

and (ii) training institution discontinue with the training programme. Evidence of necessary arrangements made for refund of course fees has to be provided.

Prior to submitting their applications, training institutions shall also refer to Section 7 of the “Quality Assurance Framework for the TVET Sector in Mauritius” for the following:

- *Course Details Requirements*
- *Course Delivery Requirements*
- *Course Evaluation Report*
- *Institutional Requirements Report*
- *Quality Assurance Requirements*
- *Student assessment policies and procedures*
- *Collaborative Arrangement Requirements Report*

4.0. The Accreditation Process for Training Programmes

The processing of the application for accreditation of training programme 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 training programme and the application will be verified for completeness. 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 programme may also be evaluated by a subject specialist and the site of training assessed accordingly.

The Authority may not later than **2 months** of the completion of all formalities in respect of an application of accreditation of a training programme made by a training institution, grant or refuse the application.

5.0. MQA Decision on Accreditation of Training Programme

- (i) The training programme is given a **Provisional Accreditation** for a period of **one (1) year** and will be subject to monitoring and quality control by the Authority. The MQA may grant Accreditation of the training programme for a maximum period of **three (3) years** provided that the training institution maintains its registration as training institution. A statement of accreditation of training programme would be issued to the training institution together with a set of conditions;
- (ii) The MQA may refuse to grant Accreditation of training programme in case the criteria spelt in this document are not met.

6.0. Withdrawal of Accreditation of Training Programme

The Authority may withdraw the accreditation of the training programme if the training institution has been found to contravene the Mauritius Qualifications Authority Act or any regulation made under the Act or has failed to continuously comply with the criteria and conditions as prescribed by the MQA.

7.0. Time-table, Enrolment, Achievement and Evaluation of Training

After grant of accreditation of training programme, the training institution shall submit to the Authority the following:

- (i) the different cohorts of the training programme
- (ii) the number of batches per cohort
- (iii) the list of learners per batch
- (iv) the time-table of the training

After completion of training and assessment, training institutions has to submit the achievement status of all learners enrolled.

The training institution shall ensure the quality and relevance of training through a regular management system and conduct an evaluation of training for all award courses dispensed. The training institution also has to ensure that it has systems in place to regularly monitor student satisfaction and accordingly, the latter must be given an opportunity to evaluate the quality of delivery of the programme.

8.0. Appeal

A training institution may make an appeal to the decision made by the Authority if:

- (i) an application for accreditation of a training programme is refused; or
- (ii) the accreditation of a training programme is withdrawn.

Any appeal is made to the Minister within **21 days** of the decision of the Authority together with payment of the appropriate processing fees as prescribed in the schedule of fees of the MQA Regulations.

9.0 Re-Accreditation

Application for Re-Accreditation should be made through an electronic platform as determined by the MQA or in such other prescribed manner at least **2 months** before the expiry of the current period. Upon receipt of the application, the MQA will proceed with the Re-Accreditation. The Re-Accreditation will follow the same steps as the Accreditation process.

10.0 Marketing and Advertisement of Training Programmes

Training institutions dispensing accredited training programme has to express clearly and unambiguously in any promotion of the programme, providing up-to-date information so that prospective trainees may know exactly what is being offered and to what they are committing themselves.

No person shall publish or broadcast an advertisement or cause an advertisement to be published or broadcast or continue to allow an advertisement to be published or broadcast relating to a training programme which has not been accredited by the Authority.

MQA registered training institutions may also refer to requirements under ‘Information Policy’ in the Authority’s document “*Code of Practice: A set of requirements and standards for training institutions and students for quality service and effective learning*”.

11.0 Application for authorisation of change

In case of any change in an already accredited training programme within the validity period of accreditation, the training institution has to submit an application for authorisation of 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 accredited programme may include the following:

- a) a change in the duration of the training programme
- b) a minor change in the content of the training programme
- c) a change to the entry requirements of the training programme
- d) a change in trainer(s)
- e) a change in the mode of delivery
- f) a change in the site of delivery
- g) a change in course fee

The training institution shall not dispense the training until the authorisation of change is granted by the Authority.

12.0 Compliance

Training providers will be subject to monitoring with a view 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, visit any training institution, and inspect any register or documents referred to in regulations of the Mauritius Qualifications Authority. In case of non-compliance accreditation may be withdrawn by the MQA.

13.0 Schedule of Fees

| Description | Fee |
|---|------------|
| 1. Application for Accreditation of Training Programme | Rs 5,000 |
| 2. Accreditation of Training Programme | Rs 7,000 |
| 3. Application for Re-Accreditation of Training Programme | Rs 5,000 |
| 4. Re-Accreditation of Training Programme | Rs 7,000 |
| 5. Appeal for Accreditation of Training Programme | Rs 5,000 |
| 6. Application for Authorisation of Change | Rs 1,000 |

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