



## APPLICATION FOR TRAINING GRANT

The Human Resource Development Council, which has been set up under the HRD Act 2003, has, inter alia, been vested with the responsibility to set up and manage the National Training Fund.

In order to encourage employers to provide training to a maximum number of employees, the HRDC offers training grants as incentives. As per the existing provisions employers can recover up to 75% of training costs depending on their tax rate. This includes the HRDC grant and tax rebate.

To qualify for the training grant, training programmes may either be conducted in-house, or in training institutions registered with the Mauritius Qualifications Authority, (MQA). This might also include short period courses run overseas. However, all training programmes need to be approved by the MQA in order to qualify for the training grant.

Employers willing to benefit from the HRDC Grant should observe the following:

1. they should be contributing towards the training levy
2. They should fill in the G1 and G2 forms which are attached. All relevant parts of the forms should be filled in as no consideration would be given if all information is not provided.
3. G1 and G2 forms duly filled in and accompanied by the time table and details of the venue where the course will be run together with the invoice from the training centre should reach the HRDC **2 weeks** before the start of courses. The attention of applicants is drawn to the fact that no consideration will be given if G1 and G2 forms are not received before the start of the course.



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HRDC, Ground Floor, IVTB House, Phoenix. Tel No: 6018125/6/7. Fax No: 6973901

4. G3 forms should be filled in after the training programme has been completed and it should be supported by the following documents:
  - a. Certificate of attendance of trainees on an individual basis,
  - b. Original receipt of payment of course fees duly signed by the training centre,
  - c. Bank details of the company so as to allow HRDC to effect payment by bank transfer
  - d. In case of overseas Courses the G3 forms should, in addition to the above documents, be accompanied by the following:
    - (i) Invoice of air fare and receipt from the Travel Agent duly signed and indicating details of travel journey
    - (ii) Proof of Bank Transfer with Bank seal in case no official receipt is available from the foreign training institution
    - (iii) Copy of air ticket

G3 forms duly filled in and supported with all relevant documents should reach the HRDC **within 4 months** as from the date of completion of the training programme. *Kindly note that no consideration will be given to any application in case of incomplete information, missing documents or if date limits are not observed.*



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**FORM G3**

## APPLICATION FOR GRANT PAYMENT

Company:.....

Address: ..... Tel: .....

Course Title: .....

Training Institution: .....

Course Code:..... Course Liaison Officer: .....

Course Duration: From..... To: .....

Bank Details: .....

### EMPLOYEES

No.	Surname	First Names	Sex M/F	Position Held in Company	National Identity Card No.
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

(Please make additional copies if necessary)

Name: ..... Position: .....

Signature: ..... Date: .....

**Documents required as per cover note.**