



MAURITIUS QUALIFICATIONS AUTHORITY

Statement of Approval of Non-Award Course

MQA Ref:

NAW/4208/2024

Name of Training Institution	FORMATION RECRUTEMENT ET CONSEIL INFORMATIQUE LIMITEE		
Address	1st Floor The Hub Industrial Zone Phoenix		
Course Title	Microsoft Excel Advanced with Copilot as a productivity companion		
Validity Period	From 07/05/2024	To 06/05/2026	
Mode of Delivery	Face To Face, Online		
Duration(Hrs)	Theory(hrs:mins) 8 : 0	Practical(hrs:mins) 7 : 0	Total(hrs:mins) 15 : 0
Name of Trainer(s)	Mr JEAN-CHRISTOPHE CÉDRIC LOKHEE, Mrs VINELLA RAMGOOLAM, Ms MARIE HELENA SONIA LABONTÉ-BELOQUET, Mr RICHARD JOSEPH HYPOLITE, Mr NARESHSINGH JAGAI, Mr JEAN CÉDRICK NOVAL, Ms MARIE CORALIE FLORETTA QUINCY ECUMOIRE		
Course Fee (Rs)	20000		

Issue Date: 07-05-2024

Notes:

- 1 The above approval is valid subject to the registration as training institution is still valid at time of course delivery.
- 2 It is the responsibility of the Training Institution to ensure that all quality assurance mechanism are in place for online course delivery.

This is an electronically generated statement with attached conditions and has no signature.

Pont Fer, Phoenix 73544

Tel: (230) 686 1400 - Fax: (230) 686 1441 - Email: office@mqa.mu - Website: www.mqa.mu

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CONDITIONS GOVERNING THE APPROVAL OF NON-AWARD COURSE

(TRAINING INSTITUTIONS)

Training Institutions dispensing non-award courses shall abide by the Mauritius Qualifications Authority Act, Mauritius Qualifications Authority Regulations, Guidelines on Approval of Non-Award Courses for Training Institutions, Quality Assurance Framework, the Code of Practice: A Set of Requirements and Standards for Training Institutions and Students for Quality Service and Effective Learning, Guidelines on the selection of trainers and to the conditions listed hereunder:-

1. The non-award course, as approved by the MQA, should be run in strict compliance and in adherence to all the details specified in the statement of approval of non-award course.
2. The non-award course should not be run after the expiry of its approval period and new application for approval of course should be submitted in the prescribed manner.
3. The training dispensed by a training institution for a non-award course is subject to the latter's Certificate of Registration being still valid.
4. The timetable for each run specifying the date, time and venue of delivery prior to start of the approved course should be submitted to the Authority. In the event that a timetable is not submitted, it will be considered that the course will not be run.
5. In the event that a course will not be run, the MQA should be notified in writing immediately.
6. Change/s, if any, pertaining to the approved course has to be submitted to the MQA prior to the start of the course
7. The non-award course should not be marketed, advertised and run unless the course has been duly approved by the Authority.
8. A Certificate of Attendance is issued by the training institutions to learners having followed at least 80% of the course contents of the training subject to satisfying the institution's rules and regulations.
9. At the end of the course, an evaluation report, the details of learners or any related information shall be submitted to the MQA. Any further consideration for approval will be subject to submission of same.

Note:

- i. After granting approval of course/s and during monitoring, the Authority may make such an enquiry and consult such persons or authorities as it may deem necessary to ascertain successful delivery of course.
- ii. The approval may be withdrawn and necessary action will be undertaken by the Authority against a training institution in case of the following:
 - (a). non-compliance (with respect to the Mauritius Qualifications Authority Act, Mauritius Qualifications Authority Regulations and Quality Assurance Framework
 - (b). non-compliance found during monitoring visits through spot checks at the venue of course delivery;
 - (c). any justified complaints
- iii. Any Officer of the MQA, may with or without notice, visit the venue of the delivery of course and inspect any register or document with respect to training.

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