



**Guideline for online submission of Application form for  
Approval of Non-Award Course (Training  
Institution/Employer)**

## Application for Approval of Non-Award Course (Training Institution/Employer)

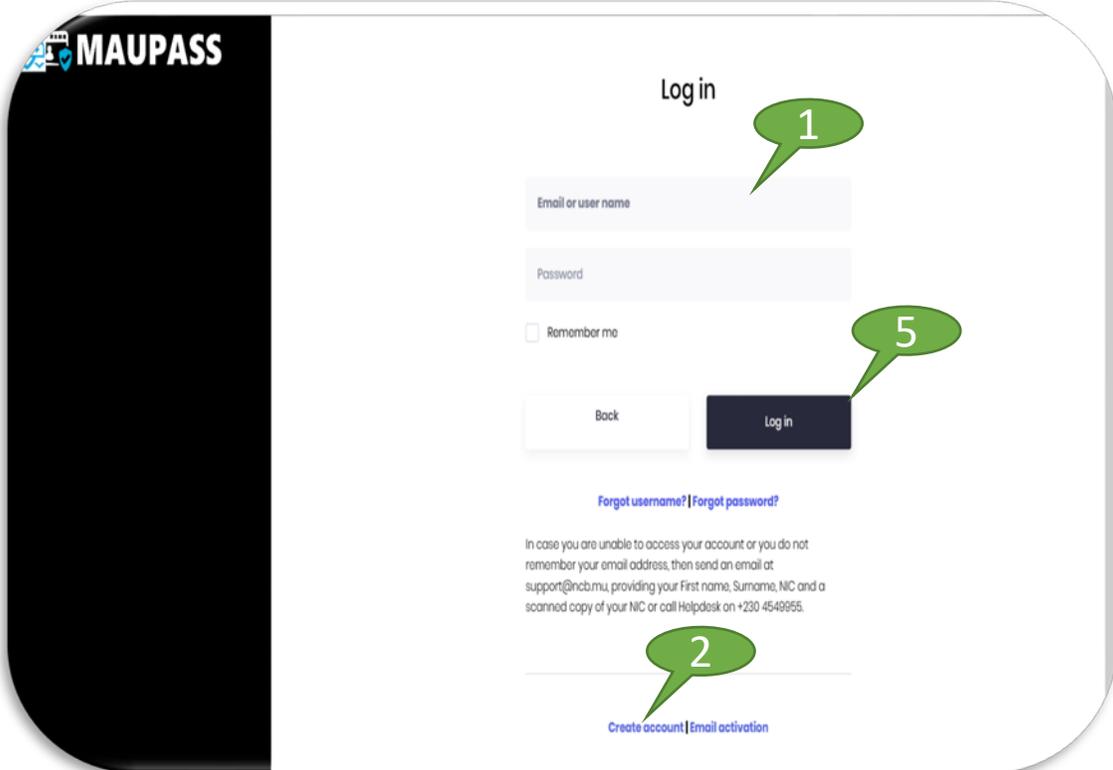
**Description:** The Applicant shall go to the Mauritius Qualifications Authority website ([www.mqa.mu](http://www.mqa.mu)) to submit his application. Below are the steps required to apply for Approval of Non-Award Course (Training Institution/Employer).

**Participant:** Applicant

Application must be submitted only by  
(i) the Manager or Programme Officer of the Training Institution;  
(ii) Designated person by the Employer.

### Actions:

1. The applicant logs in to MAUPASS Portal;
2. He clicks on the option “Create Account” if he/she does not have a user account.
3. Applicant can visit the MAUPASS website on <https://maupass.govmu.org/Account/Login> to get more information on how to create an account.
4. If the applicant has a maupass account, he/she can Log in.
5. Clicks on the button “Log In”.



The screenshot shows the MAUPASS login interface. The MAUPASS logo is in the top left corner. The page title is "Log in". There are two input fields: "Email or user name" and "Password". Below the password field is a checkbox labeled "Remember me". There are two buttons: "Back" and "Log in". Below the buttons are links for "Forgot username?" and "Forgot password?". At the bottom, there is a link for "Create account | Email activation".

Numbered callouts on the screenshot:

- 1: Points to the "Email or user name" input field.
- 2: Points to the "Create account | Email activation" link at the bottom.
- 5: Points to the "Log in" button.

## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** The Applicant shall start filling in the application form.

**Participant:** Applicant

### Actions:

1. The applicant must select Training Institution or Employer;
2. The applicant must fill in all the details as stated. All the fields marked as \* are mandatory fields.

The screenshot shows the MQA (Maritime Qualifications Authority) application form. At the top is the MQA logo and the text 'MARITIME QUALIFICATIONS AUTHORITY'. Below this is the title 'Application form for Approval of Non-Award Course (Training Institution/Employer)'. A note states '\* are mandatory fields and need to be filled'. The form is divided into sections, with 'A. Application Details' highlighted in blue. A green callout bubble with the number '1' points to this section header. Below the header is a dropdown menu for 'Are you filling this form as a Training Institution or Employer? \*' with 'Please Select' as the current selection. A second green callout bubble with the number '2' points to the subsequent text input fields: 'Name of Training Institution/Employer \*', 'Registered Address of Training Institution/Employer \*', 'Site (s) of Training \*', 'Phone Number \*', and 'Mobile Number \*'. Each of these fields is marked with a red asterisk to indicate they are mandatory.

## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** The Applicant shall start filling in the application form.

**Participant:** Applicant

### Actions:

1. Insert a valid email address.
2. The applicant must fill in all the details as stated. All the fields marked as \* are mandatory fields;
3. Only Training Institution can insert the Course fee per participant. This field is not applicable for Employer.

The image shows a screenshot of a web application form. At the top, there is a text input field labeled "Email Address: \*" with a red asterisk indicating it is mandatory. A green speech bubble with the number "1" points to this field. Below this is a blue horizontal bar with the text "B. Course Details Requirements". Underneath, there are three more text input fields: "Course Title: \*" (mandatory), "Course Objectives: \*" (mandatory), and "Profile of Participants: \*" (mandatory). A green speech bubble with the number "2" has three lines pointing to these three fields. At the bottom, there is a text input field labeled "Course Fee (Rs) per participant (not applicable for employer): \*" (mandatory). A green speech bubble with the number "3" points to this field. The form has a light gray background and rounded corners.



## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** The Applicant shall start filling in the application form.

**Participant:** Applicant

**Actions:**

1. Insert the duration details of the course as indicated in the form.

The image shows a form titled "D. Duration of Course" with a blue header bar. Below the header, there are four input fields, each with a red asterisk indicating it is required. The fields are labeled "Theory (hrs)", "Practical (hrs)", "Total (hrs)", and "Proposed Start Date/s". A green callout bubble containing the number "1" is positioned over the first input field, with four green lines pointing to the four input fields, indicating that step 1 involves filling out all these fields.

D. Duration of Course	
Theory (hrs) *	<input type="text"/>
Practical (hrs) *	<input type="text"/>
Total (hrs) *	<input type="text"/>
Proposed Start Date/s*	<input type="text"/>

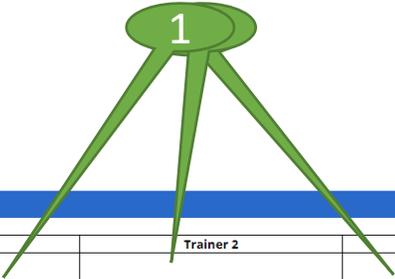
## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** The Applicant shall provide profile of trainers.

**Participant:** Applicant

### Actions:

1. Insert the profile of trainers. If more than 3 trainers, profile of the other trainers must be uploaded in section G (Other Documents) of the form.
2. Select Sector.



E. Profile of Trainers			
	Trainer 1	Trainer 2	Trainer 3
NIC Number/Passport Number			
Title			
Surname			
Other Names			
Residential Address			
Contact details: Home			
Contact details: Mobile			
Email Address			
Qualification/s (Relevant to the training being delivered)			
Work Experience (Relevant to the training being delivered)			



F. Sector
Please choose sector *
Please Select

## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** The Applicant shall upload profile of trainers and other documents.

**Participant:** Applicant

### Actions:

1. Upload Copy of MNIC, Copy of Qualification and Copy of Evidence of Work Experience as a single document or Zip file for Trainer 1, Trainer 2 and Trainer 3.
2. Upload other documents such as Detailed course content, Training facilities and profile of other Trainer/s (Copy of MNIC, Copy of Qualification & Copy of Evidence of Work Experience). The file must be uploaded as a single document or Zip file.

### G. Attachment

Trainer 1 (Copy of MNIC, Copy of Qualification, Evidence of Work Experience) \*

No file chosen

Trainer 2 (Copy of MNIC, Copy of Qualifications, Evidence of Work Experience)

No file chosen

Trainer 3 (Copy of MNIC, Copy of Qualifications, Evidence of Work Experience)

No file chosen

Other Documents (Detailed course content, Training facilities etc.)

No file chosen

1

2

## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** The Applicant shall comply to the declaration.

**Participant:** Applicant

### Actions:

1. Click on the “Disclaimer” to read more;
2. Read the General Notes carefully;
3. Select the legal declaration;
4. Tick on the check box for the declaration;
5. Click on the button “Submit” the application form.

**H. Declaration**

[Disclaimer](#)

**General Notes**

1. This form should be filled in after consultation of the Guidelines for approval of Non-Award Course and the Quality Assurance Framework (QAF) which is available at the MQA office or which can be downloaded from MQA website at <http://www.mqa.mu>
2. Incomplete, inadequate or inaccurate filling of the application form may result in the latter being rejected.
3. Application will be processed upon payment of the non-refundable fee of Rs 3,000.
4. A detailed course content should accompany the application.
5. It is mandatory to submit a time table 2 days before the start of each run, otherwise it will be assumed that courses have not been conducted.

Is your Organisation under any legal administration? \*

Please Select

Is your Organisation subject to enquiry by any investigation Authority? \*

Please Select

Vishal Mungroo, hereby declare that the particulars in this application are genuine, accurate and that I have truthfully suppressed any material fact. I acknowledge that it is an offence to give any false or concealed information/documents in this form.

**4**

**5**

**SUBMIT** **RESET**

## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** The Applicant shall comply to the declaration.

**Participant:** Applicant

### Actions:

1. Click on the “Disclaimer” to read more;
2. Read the General Notes carefully;
3. Select the legal declaration;
4. Tick on the check box for the declaration;
5. Click on the button “Submit”

**H. Declaration**

[Disclaimer](#)

**General Notes**

1. This form should be filled in after consultation of the Guidelines for approval of Non-Award Course and the Quality Assurance Framework (QAF) which is available at the MQA office or which can be downloaded from MQA website at <http://www.mqa.mu>
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The form contains five numbered callouts: 1 points to the 'Disclaimer' link; 2 points to the 'General Notes' section; 3 points to the third bullet point in the 'General Notes' list; 4 points to the checkbox for the legal declaration; 5 points to the 'SUBMIT' button.

## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** After submission of application form, Applicant will get a Thank You page with application ID.

**Participant:** Applicant

### Actions:

1. The Applicant must quote the application ID for payment or for any query with the Authority regarding his application;
2. The Applicant can select “Click to pay online” to pay online; or
3. Click on “Click Here To Exit” if payment will be done by Bank Transfer; or Bank Cheque; or Cash at the at the MQA cash counter. Bank details will be provided in acknowledgement email.

The screenshot shows the MQA (Mauritius Qualifications Authority) website interface. At the top, the MQA logo is displayed. Below the logo, the page title is "Approval of Non-Award Course (Training Institution/Employer)". The main content area is titled "Thank You" and includes the following text: "We thank you for your application", "Your Application ID is 63", and "Your Payment ID is". Below this text, there is a text input field containing "MQA\_NAW\_63". Underneath the input field, it says "Amount to pay is Rs." followed by another text input field. A blue button labeled "Click to pay online" is positioned below the second input field. At the bottom of the page, there is a section titled "Other Methods" with the heading "Payment can be made by:" and three options: (i) Bank Transfer; or (ii) Bank Cheque; or (iii) Cash, at the MQA cash counter. A link labeled "Click Here To Exit" is located at the very bottom of the page. Three green callout boxes with numbers 1, 2, and 3 are overlaid on the page. Callout 1 points to the "Thank You" heading. Callout 2 points to the "Click to pay online" button. Callout 3 points to the "Click Here To Exit" link.

## Application for Approval of Non-Award Course (Training Institution/Employer)

**Description:** After submission of application form Applicant will get a Thank You page with application ID.

**Participant:** Applicant

### Actions:

1. The Applicant will receive this screen if payment is done online.



## **Application for Approval of Non-Award Course (Training Institution/Employer)**

**Description:** Outcome of application.

**Participant:** Applicant

### **Information:**

The applicant will receive an Acknowledgement email.

The outcome of the application will be communicated by email by the Authority. Kindly ensure that correct email address is inserted in the Section A: Application Details of the application form.