

Training Grant Incentive Scheme

The HRDC wishes to inform Employers and Registered Training Institutions (RTIs) of the following:

1. In-House Training

Under the Training Grant System, a training is classified as In-House Training when a training programme/course is dispensed either by an Internal Trainer or a Freelance trainer or a Foreign Trainer or a Registered Training Institution solely and exclusively for an Employer.

Where a Registered Training Institution is dispensing a training programme /course solely and exclusively for an Employer, the latter should submit the G1 Application for that training programme/course on the online Training Grant Platform of HRDC using the “In-House Scheme” instead of the “Local Training Scheme”.

The deadline for submission of G1 Application under the **In-House Scheme** is 10 working days prior to the start of the training programme/course.

2. MQA Course Approval for In-House Training for one employer

Where a training programme/course has been approved by the Mauritius Qualifications Authority (MQA) to be dispensed solely and exclusively for the employees of one employer, the training programme/course should be dispensed **only** to the employees of that specific employer.

HRDC will not entertain G1 Application where a training programme/course which was approved by the MQA and meant to be dispensed for an employer/entity is being conducted by the trainer/RTI concurrently for several employers or several entities within the same group of companies, unless the MQA Course Approval makes provision for that.

3. Public Workshop & Training of employees of RTIs

A public workshop is where a Registered Training Institution is dispensing a training programme/course concurrently for different employers.

Where a Registered Training Institution is conducting a training programme/course for the public/other employers and the RTI wishes to provide such training to its own employees and benefit from the Training Grant System as employer, the RTI should submit the G1 Application for this training programme/course in his capacity as employer under the **In-House Scheme** by providing the detailed cost elements associated with the training in the application. The Local Training Scheme cannot be used in this situation given that the Registered Training

Institution (RTI) cannot issue an invoice and receipt on its own name for HRDC refund purposes.

The RTI as employer, should submit a headed certified cost breakdown duly signed by the Head of Finance/Director along with the G3 application.

The application will be subject to the conditions attached to the In-House Scheme.

4. Attendance Sheet kept by Registered Training Institutions/ Employers

(i) On site Monitoring

With a view to ensuring completeness of attendance sheets and facilitate on-site monitoring by the HRDC Monitoring Team, a new template for Attendance sheet has been developed as shown below and should henceforth be used, by Employers and Registered Training Institutions on their letterhead.

Date:					
Venue:					
Start Time:			End Time:		
Course Title as per MQA Course Approval:					
Company Name	No	Last Name as per ID	First Name as per ID	NID	Signature of Trainees
Company X	1				
	2				
Company Y	3				
	4				
I/We,, Trainer(s) as per the MQA course approval for the above-mentioned training programme/course, am/are hereby certifying that the above-mentioned participants are attending the training programme/course.					
Trainer(s) Name:					
Signature of Trainer(s):					

The Trainer/Registered Training Institution should:

- (a) clearly mention in the Attendance sheet where a participant is absent or include the time in/out for those attending the training after/before the normal start time/end time;
- (b) ensure that the Attendance sheet is readily available at time of monitoring visit by the HRDC Monitoring Team.

Attendance sheets not kept/submitted on the above format would entail rejection of the G3 application.

The employer should:

- (a) ensure that the conditions stipulated in the G1 acknowledgement letter are strictly adhered to;
- (b) request the employees to bring along their National Identity Card (NIC) as these would have to be produced to the HRDC Monitoring Team upon request during the monitoring exercise.

(ii) Online Monitoring

For all live online training, Employers and Registered Training Institutions are requested to:

- (a) provide the link to the HRDC Monitoring Team (monitoring@hrdc.intnet.mu/monitoringstn1@hrdc.mu) at least one day before the start of the training programme/course;
- (b) ensure that participants are logged in virtually using their full name as provided in the G1 Application;
- (c) keep the attendance log generated from the online platform for all live online training to be submitted to the HRDC upon request;
- (d) notify HRDC Monitoring Team where several participants are following training programme/course using a single user-name.

5. Submission of Applications for grant refund

It has been noted that:

- (a) employers are submitting duplicate G1 and G3 applications for the same training programme /course;
- (b) employers are submitting G1 applications under different entities for the same participant(s) attending the same training programme/course where the training sessions are held at different intervals (e.g. G1 Applications submitted by Company A, Company B and Company C for participant Mr X for the course Customer Care to be held on 8 August 2022, 15 August 2022 and 31 August 2022 respectively).

Employers are kindly requested to refrain from such malpractices, otherwise the HRDC may take such action as it deems necessary in circumstances.

Employers are informed that they can make change request pertaining to participants/venue/time-table directly on the HRDC Online Training Grant Platform before the start of the course or send an email on online@hrdc.intnet.mu where the course has already started.

Date: 27 July 2022