





# HUMAN RESOURCE DEVELOPMENT COUNCIL

HRDC, 4<sup>th</sup> Floor, NG Tower, Ebene Cybercity. Tel No: 454 4009. Fax No: 454 6220/6260

Website: [www.hrdc.mu](http://www.hrdc.mu)

## SECTION 2

### 2. EMPLOYER DETAILS (If Trainer is in Employment)

- 2.1 Name of Employer:.....
- 2.2 Registered Business Address:.....
- 2.3 Tel:.....ERN (where applicable):.....
- 2.4 E-mail:.....
- 2.5 Have you been sponsored for the training? Yes  No

## SECTION 3

### 3. TRAIN THE TRAINER COURSE/TRAINING PROGRAMME DETAILS

- 3.1 Course Title:  
.....  
.....
- 3.2 Course Provider:.....
- 3.3 Start Date:.....End Date:.....  
Duration:.....Hrs/Day.....  
Local  Overseas
- 3.4 Tuition Fee: Rs.....
- 3.5 Please tick the field in the grid below:

	Tick (√)		Tick (√)
Artificial Intelligence		Big Data Analytics	
Machine Learning		Computer Vision	
Robotics and Advanced Robotics		Quantum Computing	
Blockchain		Robotic Process Automation	
Virtual Reality/ Augmented Reality		Cyber Security	
Mobile Internet and Cloud Technology		Other Emerging Technologies:.....	
Digital Payments and Currency			



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FORM G17

3.6 Please explain the relevance of the Train the Trainer Programme to your present job?

.....  
.....  
.....  
.....

### SECTION 4

4.1 Bank Details of Trainer/RTI/TEIs (As appropriate)

4.2 Bank Name:.....

4.3 Branch: .....

4.4 Account Name:.....

4.5 Account Number:.....

*(Please submit the upper part of the bank statement)*

### SECTION 5

#### 5. Documents to be submitted

	Documents to be submitted	Tick relevant box
1	Original Invoice (mentioning clearly the training programme, date(s) training to be held and number of participants)	
2	Original Receipt (receipt must quote the reference of the invoice reference/number)	
3	Evidence of bank transfer if the tuition fee has been paid to foreign institutions/Universities in foreign currency	
4	MQA Course Approval of the training programme	
5	Certificate or Attendance or a Certificate of Completion of the Training Programme	
6	Copy of an MQA Course Approval attesting that the applicant is a trainer in the field of ICT (This condition applies to trainer/s who is/are an employee of an RTI or a freelance trainer or an internal trainer within an enterprise. <b>(If affirmative at section 1.4)</b> )	
7	For Lecturers who are employed in a TEIs. An official correspondence from their respective TEI certifying that they are presently dispensing training in the field of ICT.	



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FORM G17

8	Copy of Business Registration Certificate (BRC)-(for freelance trainer only)	
9	Copy of Certificate of Registration as trainer with the MQA (If affirmative at section 1.3)	
10	Copy of NIC of the Trainer	
11	Copy of upper part of bank statement of the trainer/TEI/RTI for refund purposes	

## 6. Declaration

I/We declare that the facts stated in this application and the accompanying information are true and correct to the best of our knowledge and that I/We have not withheld/distorted any material fact. I/We understand that if I/We obtain the refund of training cost by false or misleading statements, the HRDC may, at its discretion,

1. Withdraw the grant and recover immediately from me/us any amount of the grant that may have been disbursed and
2. Take any other action deemed necessary in circumstances.

.....  
*Name*

.....  
*Signature*

.....  
*Designation*

.....  
*Date*

**Please note that all sections of the application form must be completed and accompanied by the above documents or else the application may not be considered.**



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**FORM G17**

### FOR OFFICE USE ONLY

Checklist	For office use (✓)
1. All sections of the application form have been filled	
2. Original Invoice (mentioning clearly the training programme, date(s) training to be held and number of participants)	
3. Original Receipt (receipt must quote the reference of the invoice reference/number)	
4. Evidence of bank transfer if the tuition fee has been paid to foreign institutions/universities in foreign currency	
5. MQA Course Approval of the training programme	
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10. Copy of Certificate of registration as trainer with the MQA <b>(If affirmative at Section 1.3)</b>	
11. Copy of NIC of the Trainer	
12. Copy of upper part of bank statement of the trainer/TEI/RTI for refund purposes	

**Remarks** (e.g. any missing or incomplete documents)

.....

.....

#### Application & other documents verified by:

<i>Application Ref. No.</i>	SN
<i>Officer's Name</i>	
<i>Signature</i>	
<i>Designation</i>	
<i>Date</i>	



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## PAYMENT DETAILS

## FINANCE DIVISION

1	Amount refunded	Rs
2	Payment Voucher Number	
3	Date refunded	

**Prepared by:**

Name of Officer:.....

Designation:.....

Signature:.....

Date:.....

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**Verified by:**

Name of Officer:.....

Designation:.....

Signature:.....

Date:.....

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