



## **Communiqué to Employers & Registered Training Institutions**

### **Eligible and non-eligible costs in the process of approval of course fee for non-award courses**

As from 01 April 2020, Registered Training Institutions (RTIs) are required to submit applications for approval of course fee for non-award courses to the Human Resource Development Council (HRDC). Under the HRDC’s incentive schemes, employers can benefit from training refunds up to delivery of training in line with the systematic training cycle which includes (i) identifying training needs; (ii) designing the course; (iii) delivering the training; and (iv) evaluating the training. Hence, Employers can benefit under the Training Needs Analysis (TNA) Incentive Scheme, mount the training as per the needs of the enterprise and claim part refund of the training cost from the HRDC.

Based on the cost components provided by RTIs in their cost structure for training, the HRDC has classified the costs commonly used by RTIs under eligible and non-eligible costs. The HRDC will refund RTIs only for the eligible training costs.

The list of eligible and non-eligible costs in the process of approval of the course fee for non-award courses for RTIs is as follows:

<b>ELIGIBLE COSTS</b>	<b>NON-ELIGIBLE COSTS</b>
<ul style="list-style-type: none"><li>• Trainer / facilitator fee</li><li>• Foreign trainer: cost of air ticket and accommodation expenses</li><li>• Training materials / training manuals</li><li>• Amortised cost of training equipment/ tools</li><li>• Amortised development cost</li><li>• License fee for training purposes</li><li>• Cost of Venue</li><li>• CPD Certification Service (specific)</li><li>• Artwork design &amp; marketing cost</li><li>• Administrative cost (including staff costs, utilities and insurance fee)</li><li>• Tea break / Lunch (at approved rate)</li></ul>	<ul style="list-style-type: none"><li>• Psychometric test fee (may be considered as eligible cost on a case to case basis)</li><li>• Profiling / selection fee / one to one interview</li><li>• Pre-training assessment fee</li><li>• Evaluation / follow up and reporting cost</li><li>• Examination fee</li><li>• Full research &amp; development cost</li><li>• Cost related to client meeting</li><li>• Transport cost / parking fee / postage fee</li><li>• Mentoring fee</li></ul>

For additional information, kindly contact the HRDC on **454 4009** or by email at: [callcentre@hrdc.intnet.mu](mailto:callcentre@hrdc.intnet.mu)