

Training Grant Incentives Scheme

Additional documents to be submitted by Employers/Registered Training Institutions (RTIs)

The HRDC wishes to inform all Employers and Registered Training Institutions (RTIs) that the additional documents mentioned below will be required for the processing of grant applications under the Training Grant Incentives Scheme with effect from **01st July 2023**.

1. Additional documents

1.1 G1 application

(i) Submission of G1 application per Batch: For courses which are delivered in batches, Employers are requested to submit separate G1 applications **for each batch** with a view to ease and expedite the process of acknowledging G1 applications.

1.2 G3 application

(i) Submission of ID Card: When submitting G3 application, Employers are requested to submit a copy of the ID Card (or copy of Passport in case of non-citizens) of all participants who have attended the course.

Note: The ID Card/s will be used solely for the purpose of verifying the attendance of the employee attending the course and same will be processed in accordance with the Data Protection Act.

(ii) Attendance sheet: Employers are requested to submit a copy of the attendance sheet duly signed by both the trainer(s) and all participants along with *their G3 applications*. Where the participants attending a course are from different employers, separate attendance sheets should be submitted to the HRDC. Employers must request for an attendance sheet from the RTI solely for their employees.

(iii) Letter of Attestation: The Letter of Attestation should **also** include the number of contact hours covered by each participant for the course.

(iv) Evidence of Payment of course fee: In addition to the invoice and receipt submitted by the Employer for payment of course fee, the Employer must **also** submit a copy of the **extract** of its bank statement evidencing the cheque in the amount invoiced by the RTI has been cleared by the bank or that the bank transfer in the amount invoiced by the RTI has been made or such document from the banking institution of the employer, confirming payment of the amount invoiced.

Note: It is the responsibility of the Employer to ensure that the Bank statement has been redacted to exclude any confidential information other than the name of the account holder, the name of the bank and the details of the payment made in respect of the training.

2. Reminder

Employers and Registered Training Institutions must should also ensure the following:

2.1 G1 application

(i) In-House Training: Where a course is being delivered solely for **only one** employer, the latter must submit its G1 application under the In-House Training Scheme. Submission of application under other training schemes may lead to rejection of the application.

(ii) Liaison Officer: The liaison officer provided in the G1 application must **be someone other than the participant & Trainer** and should be reachable at all times.

Note: It has been observed that when the liaison officer is the trainer or participant to the course, he/she is unreachable by the HRDC Monitoring Team for monitoring purposes (eg not being able to access the training venue or not having online access for virtual monitoring). This often results to monitoring not being conducted and leading to rejection of the G3 application.

2.2 Monitoring of Training

(i) Attendance Sheet: The RTI Programmer Officer/Employer must ensure that the attendance sheet for the course is duly signed by the trainer/s and all participants. The ID number, name and signature of the participants in the attendance sheet must be as per their ID card. *(Note: A format of the attendance sheet can be [downloaded here](#) for guidance).*

(ii) Onsite monitoring: A copy of the attendance sheet duly signed by all participants and the trainer(s) is readily available at time of monitoring visits by the HRDC Monitoring Team.

(iii) Virtual Monitoring: Where monitoring has been carried out virtually (via WhatsApp) for face-to-face training, a copy of the attendance sheet is sent by email or on WhatsApp to

the HRDC on the same day as soon as the virtual monitoring is completed, failing which the G3 application may not be considered for refund.

(iv) Live Online Courses: For courses delivered online, a copy of the attendance sheet/log generated on the online platform, enlisting the names of all participants and start & end time, must be emailed at monitoring@hrdc.intnet.mu on the same day as soon as the monitoring is completed, failing which the G3 application will not be considered for refund.

2.3 G3 Application

(iv) Submission of Documents: Employers are requested to submit all requested/missing documents/information in PDF format only and not jpeg so as not to delay processing of applications. Additionally, the updated document must be saved with the current date for ease of reference. (For example: when a query has been sent for missing receipt; when sending the receipt on 09 March 2023, same should be saved as 'Receipt09032023')

The above measures will be effective for all grant applications (G1 and G3) submitted to the HRDC as from 01st July 2023.

All other conditions pertaining to the refund of training cost under the Training Grant Incentives Scheme remain unchanged.

HRDC Management

Date: 30 May 2023