

S.I. 11 of 2025**SEYCHELLES QUALIFICATIONS AUTHORITY ACT, 2021***(Act 57 of 2021)***National Qualifications Framework Regulations, 2025****Arrangement of Regulations****Regulations**

1. Citation
2. Interpretation
3. National Qualifications Framework
4. National Qualifications Framework Levels
5. Volume of learning
6. Accumulation of credits towards qualifications
7. Transfer of credits
8. Structure of qualifications
9. Unit standard and other learning outcome types
10. Qualifications and part qualifications based on unit standards
11. Qualifications and part qualifications based on other forms of learning outcomes
12. Review of unit standards, qualifications and part qualifications
13. Quality Assurance
14. Obligation of providers to prepare quality assurance procedures
15. Institutional Accreditation
16. Application for institutional accreditation
17. Self-assessment and self-evaluation report
18. Certificate of Institutional Accreditation
19. Payment of fees
20. Application for re-accreditation
21. Register of tertiary education and training providers
22. Certificate to be displayed
23. Notification to the Authority
24. Action plans and progress reports
25. Suspension of institutional accreditation
26. Revocation of institutional accreditation

27. Offences and penalties
28. Fees for institutional accreditation
29. Accreditation of Learning Programmes
30. Application for programme accreditation
31. Certificate of Programme Accreditation
32. Register of accredited learning programmes
33. Certificate to be displayed
34. Publication of list of accredited learning programmes
35. Validity of accreditation of learning programme
36. Renewal of accreditation of learning programme
37. Monitoring and evaluation of accredited learning programme
38. Notification to the Authority
39. Suspension of accreditation of learning programmes
40. Revocation of accreditation of learning programmes
41. Offences and penalties
42. Learning programmes of other countries
43. Fees for programme accreditation
44. School Inspection
45. Types of inspection
46. Inspection process
47. Notification of an inspection
48. Inspection report
49. Certificate of Inspection
50. Register of schools
51. Certificate to be displayed
52. Recognition and Evaluation of Foreign Qualifications
53. Application for evaluation
54. Assessment of an application
55. Certificate of Evaluation
56. Refusal to issue a Certificate of Evaluation
57. Provisional Certificate of Evaluation
58. Recognition decision of the Authority
59. Revocation of Certificate of Evaluation
60. Information on qualifications
61. Fees for recognition and evaluation of qualifications
62. Recognition of Prior Learning
63. National Qualifications Framework level for recognition of prior learning process

64. Qualification awarded through recognition of prior learning
65. Fees for recognition of prior learning
66. National database
67. Form and Manner of Qualification Award
68. Form and Manner of Academic Transcript
69. Form and Manner of Statement of Attainment
70. Protection of Enrolled Learners
71. Assistance from Authority to enrolled learners to find alternative programme
72. Obligation on providers to furnish information to enrolled learners
73. Registration and Revocation of Registration of Private Providers
74. Registration and Certificate of Registration
75. Register of providers
76. Audit and inspection
77. Suspension or revocation of registration
78. Validity of registration
79. Renewal of registration
80. Fees for services
81. Appeals
82. Time for making an appeal
83. Notice of appeal
84. Service of appeal on Authority
85. Submissions by the Authority
86. Reply by appellant to submissions
87. Person concerned
88. Further information
89. Determination without oral hearing
90. Oral hearing
91. Withdrawal of appeal
92. Determination of appeal
93. Appeal fees
94. Delegation
95. Committee Allowances
96. Offence for Failure to Comply
97. Transitional

SCHEDULE 1 - Fees**SCHEDULE 2 - Forms**

S.I. 11 of 2025

SEYCHELLES QUALIFICATIONS AUTHORITY ACT, 2021

*(Act 57 of 2021)***National Qualifications Framework Regulations, 2025**

In exercise of the powers conferred by section 29(2)(a) of the Seychelles Qualifications Authority Act, 2021, the Minister responsible for Education makes the following Regulations —

Citation

1. These Regulations may be cited as the National Qualifications Framework Regulations, 2025.

Interpretation

2. In these Regulations —

“accreditation” means a process of assessment and review which enables a person, a tertiary education and training provider, or a programme of education and training to be recognised and certified for a specified period of time by the Authority as meeting and conforming to appropriate standards of quality set by the Authority;

“Act” means the Seychelles Qualifications Authority Act, 2021;

“appeal” means the formal petitioning, by an appellant, to the Appeals Committee against a decision taken by the Authority;

“Appeals Committee” means a committee established by the Minister under section 30 of the Act;

“appeal decision” means the decision taken by the Appeals Committee, whether to uphold or dismiss an appeal;

“appellant” means a person, institution or other entity that lodges a formal appeal against a decision of the Authority;

“assessment criteria” means the standards used to guide learning and assess learner achievement and/or to evaluate and certify competence;

“Authority” means the Seychelles Qualifications Authority established under section 3 of the Act;

“awarding body or awarding institution” means the body authorised to issue qualifications in the country of origin;

“Board” means the Board of the Authority constituted under section 8 of the Act;

“Certificate of Evaluation” means the official certificate issued by the Authority to certify that the qualification or part qualification has been duly recognised by the Authority and has been pitched at a particular level of the National Qualifications Framework or is equivalent to a particular qualification on the National Qualifications Framework;

“certified copy” means a copy of an original qualification certificate or other document that has been certified by an authority, legal entity, or any other authorised body as being a true copy of the original;

“Certificate Revocation” means permanent termination of the certificate's validity before the expiry date indicated in the certificate;

“Certificate Suspension” is an action that makes a certificate invalid from the moment of suspension and shall be for a period not exceeding six months and during the suspension but before the revocation, the certificate can be reactivated and made valid again;

“Chief Executive Officer” means the Chief Executive Officer of the Authority appointed under section 19 of the Act;

“committee” means a committee established under section 14 of the Act;

“competence” means the knowledge, skills, attitudes and personal attributes combined with the underlying understanding to perform all or some of the functions of an occupation or a profession;

“course” means a self-contained teaching or learning component of a programme that is integral to that programme, representing a discrete part of the learning to be achieved and is based on an overall clear aim, specific learning outcomes, content and assessment procedures;

“credit accumulation” means the totalling of relevant credits required to complete a qualification or a part-qualification;

“credit transfer” means the vertical, horizontal or diagonal relocation of credits towards a qualification or part-qualification on the same or different level, usually between different programmes, departments or institutions;

“credit” means a measure of the volume of learning required for a qualification or part qualification, quantified as the number of notional study hours required for achieving the learning outcomes specified for the qualification or part qualification whereby 1 credit is equated to 10 notional hours of learning;

“elective unit standards” means an additional knowledge, skills, attitudes and values from which a choice may be made to ensure that the purpose of a qualification is achieved;

“enrolled learner” means a learner who has enrolled in a programme or a course of education and training and registered as such by a provider;

“entity” means a person or a partnership, organisation, or business that has a legal and separately identifiable existence;

“essential unit standards” means generic knowledge, skills, attitudes and values necessary for all qualifications based on unit standards and includes communication, numeracy, and information communication technology;

“evaluation” means the process of evaluating and validating qualifications;

“evaluation decision” means an official decision confirming the outcome of an evaluation process;

“evaluation of foreign qualifications” means the process followed by the Authority to verify the authenticity of foreign qualifications and to compare foreign qualifications with national and international qualifications registered on the National Qualifications Framework;

“evaluation outcome” means the outcome of the evaluation of a foreign qualification conducted within the Seychelles National Qualifications Framework;

“evaluation process” means the assessment of the value of a qualification measured against approved standards and criteria;

“foreign qualification” means a qualification that either —

- (a) forms an intrinsic part of an education and training system other than Seychelles, and is awarded by an institution that is accredited or recognised in that system, in accordance with the relevant laws, policies or generally accepted practice; or
- (b) meets other specific criteria as determined and published by that system;

“formal learning” means learning obtained through an organised education and training system from pre-school to a university and validated and recognised through the Credit Accumulation and Transfer System;

“informal learning” means learning obtained through experience, including at work in enterprises, informal sector employment, daily activities related to paid or unpaid work, family or community life, leisure, and volunteering;

“institutional accreditation” means recognition status granted to a provider by the Authority for a stipulated period of time after an evaluation through self-assessment and external review indicates that it meets or exceeds established standards for educational quality set by the Authority;

“international comparability” means an analysis of how a qualification compares with and relates to similar international qualifications, best practices and standards;

“learner” means a person who is acquiring or has acquired knowledge, skills, attitudes, personal attributes or competencies;

“learning” means the acquisition of knowledge, skills, attitudes, personal attributes or competencies;

“learning outcomes” means statements of what a learner knows, understands and is able to do upon completion of a learning process, defined in terms of knowledge, skills, and competence;

“level descriptors” means statements used to describe a hierarchy of learning outcomes in terms of knowledge, autonomy and responsibility, and skills;

“level” means one of the series of levels of learning achievement arranged in ascending order according to which a National Qualifications Framework is organised, and to which qualification types are linked;

“micro-credential” means a record of focussed learning achievement verifying what the learner knows, understands or can do, and includes assessment based on clearly defined standards, and is awarded by an accredited provider;

“Minister” means the Minister responsible for education;

“National Qualifications Framework” means a comprehensive system approved by the Minister for the development, classification, registration, publication, evaluation and articulation of quality-assured qualifications;

“non-contact time” means time spent on private study and working on formative and summative assessments;

“non-formal learning” means learning obtained through organised training that is not intended to lead to an award;

“notional hours of learning” means the estimated learning time taken by the average learner to achieve the specified learning outcomes of the course or programme and includes teaching contact time, non-contact time, time spent in structured learning in the workplace, and time spent in assessment processes;

“part qualification” means an assessed unit of learning that is registered by the Authority as part of a qualification, including a course, unit standard, and a micro-credential;

“programme accreditation” means recognition status granted to a programme by the Authority for a stipulated period of time after an evaluation by the Authority indicates that it meets standards of quality;

“programme of education and training” means a process by which learners acquire knowledge, skills, attitudes, personal attributes and competence;

“programme” means a planned combination of a coherent set of courses designed to meet the requirements of a qualification;

“provider” means an entity that intends to offer or is offering education and training in Seychelles, whether public or private,

and registered as such by the ministry responsible for education or the Seychelles Qualifications Authority;

“provisional accreditation status” means the provider or programme meets the majority of the prescribed national accreditation standards but further work is required to achieve full accreditation;

“provisional certificate” means an interim certificate of evaluation or accreditation valid for a specified and limited period;

“qualification award or award” means the formal acknowledgement by the relevant authority of achievement or the stated learning outcomes for a qualification;

“qualification type” means the specified nomenclature for qualifications at particular levels set under the National Qualifications Framework;

“qualification” means a registered national qualification;

“qualifications frameworks” means systems for development, classification, registration, publication, evaluation and articulation of quality-assured qualifications;

“quality assurance body” means a body that is either legally mandated to undertake quality assurance within a national education and training system, or officially recognised within a framework as compliant with agreed quality assurance standards in a geographical area;

“quality assurance” means an ongoing process of evaluating and enhancing the quality of the education system, providers or programme, for ensuring that the required standards as determined by the Authority are maintained and enhanced;

“re-accreditation” means a different cycle of accreditation that happens after the expiry of validity of the previous accreditation;

“recognition of a foreign qualification” means the formal acceptance of the appropriateness of a foreign qualification for a specific purpose;

“Recognition of Prior Learning” means principles and processes through which the prior knowledge and skills of a person are made visible, mediated and assessed for the purposes of alternative access and admission, recognition and certification, or further learning and development;

“revocation” means the withdrawal of a prior decision by the Authority;

“school inspection” means the formal exercise of critically examining and evaluating a provider of general education as a place for teaching and learning in order to ensure that high standards are maintained through improving the quality of the schools' self-evaluation processes and setting up of standards to enhance the quality of education;

“school” means a provider of general education established by its owner, whether public or private, and in the case of a private provider, also registered by the ministry responsible for education;

“specific unit standards” means specific knowledge, skills, attitudes and values which form the basis needed to undertake the education, training or further learning required in the obtaining of a qualification;

“standard scale” means the standard scale of fines for offences established under the Criminal Offences (Standard Scale of Fines) Act, 2021;

“tertiary education and training provider” means an entity that provides or organises a programme or course of tertiary education and training including the provision of professional development services;

“tertiary education” means learning programmes or courses provided by tertiary education and training providers leading to qualifications or part qualifications from level 3 to level 10 of the National Qualifications Framework;

“unit standard” means a statement of the outcome of any learning assessed, the type and quality of evidence that represents performance worthy of an award of credits, and the context in which that evidence should be demonstrated.

National Qualifications Framework

3.(1) The Authority shall, with the approval of the Minister, develop, implement and maintain a National Qualifications Framework for the development, classification, registration, publication, evaluation and articulation of quality-assured qualifications.

(2) The National Qualifications Framework shall contribute to the full personal development of each learner and the social and economic development of the nation.

National Qualifications Framework Levels

4.(1) The National Qualifications Framework shall be organised as a series of ten levels of learning achievement, arranged in the prescribed manner.

(2) Each level shall be described by statements of learning achievement known as level descriptors.

(3) A level descriptor referred to in subregulation (2) shall provide a broad indication of learning achievements or outcomes that are appropriate to a qualification at that level.

(4) Level descriptors shall be categorised in terms of the following three domains —

(a) knowledge;

- (b) autonomy and responsibility; and
- (c) skills.

(5) The decision on the level at which a qualification should be placed in the National Qualifications Framework shall be made based on its match against the level descriptors.

(6) The Authority shall allocate a unique field description to each organising field and shall divide each organising field into sub-fields with a unique sub-field description.

Volume of learning

5.(1) The credits assigned on the National Qualifications Framework shall be the minimum required for the qualification.

(2) Where appropriate, the recognition of attainment of competencies shall include prior learning.

Accumulation of credits towards qualifications

6.(1) Credits earned from an accredited or recognised provider and accredited or recognised programme, may be recognised by another accredited or recognised provider as meeting part of the requirements for a registered or recognised qualification.

(2) Credits earned for an incomplete qualification may be recognised as meeting part of the requirements for a different qualification in the same or different provider.

Transfer of credits

7.(1) The Authority shall oversee the implementation of the credit accumulation and transfer system in accordance with this regulation.

(2) A provider shall develop and implement internal procedures for credit accumulation and transfer in consultation with the Authority, and in line with the national policy and guidelines.

(3) A person may apply to a provider, in the manner as may be determined by the Authority, to transfer credits accumulated in a qualification, provided that the person intending to transfer credits shall satisfy the requirements of the admitting qualification's provider.

(4) A provider shall within twenty-one working days of receipt of a complete application notify the applicant, in the manner as may be determined by the Authority, of the outcome of the application, and giving reasons in case of rejection of the application.

(5) The process of credit transfer shall be based on both courses taken and block consideration of credits covered.

(6) Credits earned shall remain valid unless adversely affected by the subsequent review of a qualification towards which an application for transfer has been made.

(7) Credits transferred from another qualification shall be clearly indicated on the transcript of the admitting qualification.

(8) An applicant aggrieved with the decision of the provider may appeal to the Authority within twenty-one working days of the decision.

(9) A provider shall not charge fees to the applicant other than the prescribed administrative or processing fees.

Structure of qualifications

8.(1) Qualifications under the National Qualifications Framework shall be of two types —

- (a) based on unit standards; or
- (b) based on other forms of learning outcomes.

(2) The allocation of credits in a qualification or part-qualification shall be guided by the number of notional hours of study needed for a learner to achieve specified learning outcomes.

(3) Notional hours shall comprise the following —

- (a) contact time;
- (b) non-contact time;
- (c) work Based Experience.

(4) A credit shall be equal to ten notional hours.

(5) The minimum number of credits for a qualification shall be one hundred and twenty.

(6) The number of credits in excess of the specified minimum number of credits for a qualification shall not exceed fifteen per cent of the minimum number.

(7) The unit standards or other forms of learning outcomes in a qualification shall not span more than three National Qualifications levels, specifically with one level immediately lower and one level immediately higher than the targeted qualification level.

Unit standard and other learning outcome types

9.(1) There shall be three unit standards or other forms of learning outcome types on the National Qualifications Framework, namely —

- (a) specific unit standards or learning outcomes that refer to specific knowledge, skills, attitudes and values which forms the basis needed to undertake the education, training or further learning required in the obtaining of a qualification;
- (b) essential unit standards or learning outcomes that refer to generic knowledge, skills, attitudes and values necessary for qualifications at National Qualifications Framework levels 3 to 5 which are namely —

- (i) communication;

- (ii) numeracy; and
 - (iii) Information and Communication Technology.
- (c) elective unit standards or learning outcomes that refer to additional knowledge, skills, attitudes and values from which a choice may be made to ensure that the purpose of a qualification is achieved.
- (2) Qualifications whether based on unit standards or other forms of learning outcomes shall adhere to the following rules of combination —
- (a) at least sixty percent of the unit standards or learning outcomes shall be at the level at which the qualification is registered;
 - (b) at least forty percent of the unit standards or learning outcomes shall be specific unit standards or specific learning outcomes;
 - (c) all three essential unit standards or learning outcomes shall be included.

Qualifications and part qualifications based on unit standards

10.(1) The Authority shall —

- (a) take the overall responsibility for development of unit standards for qualifications and part qualifications with the participation of industry, providers, professional bodies and other relevant stakeholders;
- (b) develop, review and implement policy and guidelines for development of unit standards;
- (c) set criteria for the registration of unit standards, qualifications and part qualifications on the National Qualifications Framework.

(2) The following information shall be required for qualifications and part qualifications based on unit standards to be registered on the National Qualifications Framework, namely —

- (a) title;
- (b) qualification type;
- (c) qualification code;
- (d) level number;
- (e) number of credits;
- (f) field and sub-field;
- (g) date of registration;
- (h) date of review;
- (i) purpose;
- (j) rules of combination;
- (k) unit Standards title matrix;
- (l) unit standards;
- (m) international comparability;
- (n) articulation;
- (o) Recognition of Prior Learning.

(3) The following information shall be required for unit standards to be registered on the National Qualifications Framework, namely —

- (a) title;
- (b) unit standard type;

- (c) unit standard code;
- (d) level number;
- (e) number of credits;
- (f) field and sub-field;
- (g) date of registration;
- (h) date of review;
- (i) purpose;
- (j) elements;
- (k) performance criteria;
- (l) range statement.

Qualifications and part qualifications based on other forms of learning outcomes

11.(1) The Authority shall —

- (a) take the overall responsibility for development of qualifications and part qualifications based on other forms of learning outcomes with the participation of industry, providers, professional bodies and other relevant stakeholders;
- (b) develop, review and implement policy and guidelines for learning outcomes development;
- (c) set criteria for the registration of qualifications and part qualifications based on other forms of learning outcomes on the National Qualifications Framework.

(2) For qualifications and part qualifications based on other forms of learning outcomes to be registered on the National Qualifications Framework, the qualification or part qualification shall contain the following —

- (a) title;
- (b) qualification type;
- (c) qualification code;
- (d) level number;
- (e) number of credits;
- (f) field and sub-field;
- (g) date of registration;
- (h) date of review;
- (i) purpose;
- (j) rules of combination;
- (k) learning outcomes;
- (l) international comparability/articulation;
- (m) Recognition of Prior Learning.

Review of unit standards, qualifications and part qualifications

12. Unit standards, qualifications and part qualifications shall be reviewed within a period of at least five years from the date of registration on the National Qualifications Framework.

Quality Assurance

13. The Authority shall —

- (a) take the overall responsibility for quality assurance with the participation of providers, professional bodies and other relevant stakeholders;

- (b) develop and implement standards, policy and guidelines for quality assurance;
- (c) issue guidelines for the establishment of procedures for quality assurance by providers; and
- (d) establish procedures for review by the Authority of the effectiveness of —
 - (i) the procedures for quality assurance established by providers, and
 - (ii) the implementation of those procedures by the providers.

Obligation of providers to prepare quality assurance procedures

14.(1) Providers shall establish procedures for quality assurance for the purposes of establishing, ascertaining, maintaining and improving the quality of education, training and related services they provide.

(2) Providers shall have regard to the guidelines issued by the Authority under Regulation 13(c) in establishing procedures under subregulation (1).

Institutional Accreditation

15. The Authority shall set standards and criteria for the accreditation of tertiary education and training providers.

Application for institutional accreditation

16.(1) A tertiary education and training provider shall submit an application for institutional accreditation with supporting documents for the first accreditation process and for each subsequent accreditation process.

(2) An application for accreditation which shall be made in the manner as may be determined by the Authority shall be accompanied by a non-refundable fee set out in the Schedule of Fees annexed.

Self-assessment and self-evaluation report

17. A tertiary education and training provider shall conduct a self-assessment and submit a self-evaluation report to the Authority as a requirement for institutional accreditation.

Certificate of Institutional Accreditation

18.(1) A Certificate of Institutional Accreditation shall be awarded to a tertiary education and training provider for a period of not more than five years.

(2) A tertiary education and training provider shall comply with the institutional accreditation requirements and conditions.

(3) The Authority shall conduct a monitoring visit to an accredited tertiary education and training provider within three years of the accreditation period to ensure that the provider is maintaining the requirements and conditions of its accreditation status.

(4) A Certificate of Provisional Accreditation shall be awarded to a tertiary education and training provider for a period of not more than two years if the provider does not meet all accreditation standards and criteria.

(5) A Certificate of Institutional Accreditation or Provisional Accreditation shall have a standard format and shall include the following —

- (a) name of the provider;
- (b) accreditation status (whether accredited or provisionally accredited);
- (c) validity period of accreditation or provisional accreditation status; and
- (d) security features.

(6) A tertiary education and training provider shall, not later than six months before expiry of the current provisional accreditation status, apply for accreditation to the Authority.

(7) A tertiary education and training provider with a not accredited status shall apply for accreditation to the Authority after two years of the first accreditation process.

Payment of fees

19. The Authority shall process and consider an application made by an applicant or tertiary education and training provider upon payment of the prescribed fee where applicable.

Application for re-accreditation

20.(1) An accredited tertiary education and training provider who wishes to be re-accredited shall, not later than at least six months before expiry of the current accreditation, apply for re-accreditation to the Authority.

(2) An application referred to in subregulation (1) shall be made in the manner as may be determined by the Authority.

(3) The application shall be accompanied by a non -refundable fee prescribed in the Schedule of Fees annexed and by such relevant documentation and information as may be prescribed by the Authority.

(4) The Authority shall grant re-accreditation for a period not exceeding five years.

Register of tertiary education and training providers

21.(1) When issuing a Certificate of Institutional Accreditation, the Authority shall record the following information into the register —

- (a) the legal name and trading name, if different, of the accredited institution;
- (b) the accreditation number allocated to that institution;
- (c) the date accreditation was granted; and
- (d) the period of accreditation granted and where necessary, the scheduled date for re-accreditation.

(2) The Authority shall publish a list of accredited providers in the Gazette and in a newspaper of wide circulation locally.

Certificate to be displayed

22. A tertiary education and training provider shall, at the premises or place where it carries on its business of providing educational services, display its certificate in a prominent place, readily accessible to learners and the public.

Notification to the Authority

23. An accredited tertiary education and training provider shall immediately notify the Authority of its becoming aware of, or the occurrence of, any of the following circumstances —

- (a) a change in ownership;
- (b) a change in legal status;
- (c) a decision to cease operations;
- (d) a change in the location of any head office;
- (e) a change in the makeup of the governing body;
- (f) a change in senior management personnel.

Action plans and progress reports

24. Tertiary education and training providers shall —

- (a) develop and submit to the Authority an action plan to address the recommendations of institutional accreditation reports which shall be in the manner as may be determined by the Authority;
- (b) submit a progress report at prescribed intervals on the implementation of the activities of the action plan specified in paragraph (a) which shall be in the manner as may be determined by the Authority.

Suspension of institutional accreditation

25.(1) The Authority may suspend or revoke a Certificate of Institutional Accreditation of a tertiary education and training provider where the Authority determines that an accredited provider —

- (a) no longer meets the requirements for accreditation;
- (b) does not comply with the conditions of its Certificate of Institutional Accreditation; or
- (c) does not comply with the Act or these Regulations.

(2) The Authority shall issue to the accredited provider, a notice of suspension of Certificate of Institutional Accreditation.

(3) The notice issued under subregulation (2) shall be for a period not exceeding six months.

(4) The notice issued to an accredited provider under subregulation (2), shall state any corrective action that should be taken by the provider.

(5) An accredited provider that has been issued with a notice under subregulation (2) shall, on or before the notice period expires, submit a recovery plan in relation to the action specified in the notice.

(6) When the Authority receives a recovery plan under subregulation (5), the Authority shall schedule an inspection to verify the contents of the recovery plan and, if satisfied that the accredited provider has instituted appropriate measures to remedy matters raised in the notice issued under subregulation (2), lift the suspension, subject to such conditions as the Authority shall deem necessary.

(7) Where the Authority determines that the accredited provider has not remedied the matters raised in the notice issued under subregulation (2), after carrying out an inspection under subregulation (6), the Authority may issue to the provider a Suspension Certificate of Institutional Accreditation in the prescribed form.

(8) The suspension issued under subregulation (7) shall be for a period not exceeding six months.

Revocation of institutional accreditation

26.(1) Where the Authority, after carrying out an inspection of an accredited provider whose Certificate of Institutional Accreditation has been suspended in accordance with regulation 25(7), is not satisfied with the progress being made to comply with the Act, these Regulations or the conditions of the Authority, it shall issue a Revocation Certificate of Institutional Accreditation in the prescribed form to the accredited provider.

(2) Where accreditation has been revoked in terms of subregulation (1), a written notification shall be issued to the governing body of the tertiary education and training provider —

- (a) stating that the accreditation requirement referred to under the regulations are no longer being met;
- (b) giving grounds for findings under subregulation (1); and
- (c) allowing the tertiary education and training provider an appropriate time frame to be determined by the Authority, within which to comply with the accreditation requirements and conditions.

(3) Where such written notice has been issued under subregulation (1), the accredited tertiary education and training provider shall not —

- (a) commence any new learning programmes; and
- (b) commence services at any new site until such time as the notice is formally withdrawn.

(4) Following consideration of any submission made by the tertiary education and training provider, the Board of the Authority may decide to —

- (a) reconfirm the accreditation;

- (b) reconfirm the accreditation with conditions imposed; or
- (c) confirm revocation of the accreditation.

(5) The Authority shall revoke the accreditation of a tertiary education and training provider where the provider does not comply with requirements within the specified time frame of the written notice referred to in subregulation 2 (c).

(6) Where the Authority revoked accreditation, the tertiary education and training provider shall cease to operate as an accredited institution.

(7) If accreditation is revoked or new conditions are imposed on the accreditation, the Authority shall —

- (a) update the register to reflect the revocation or new conditions; and
- (b) publish such new information in the Gazette and in a newspaper of wide circulation locally.

(8) Where accreditation has been revoked, the tertiary education and training provider must surrender the original Certificate of Institutional Accreditation to the Authority within twenty-one working days after notification.

(9) A provider may re-apply for institutional accreditation once accreditation requirements have been complied with.

Offences and penalties

27. A provider that —

- (a) claims to be accredited when the Authority has not granted accreditation status to that provider; or
- (b) upon the revocation of the Certificate of Institutional Accreditation fails to surrender the certificate to the

Authority referred to in subregulation 8 of regulation 26, commits an offence and shall be liable upon conviction, to a fine at Standard Scale Level 4.

Fees for institutional accreditation

28. The fees for the institutional accreditation related services are specified in the Schedule of Fees annexed.

Accreditation of Learning Programmes

29. The Authority shall —

- (a) set standards and criteria for the accreditation of programmes and credit bearing courses of education and training based on qualifications or part qualifications registered on the National Qualifications Framework, including recognition of micro-credentials; and
- (b) take overall responsibility for the accreditation of programmes and credit bearing courses of education and training.

Application for programme accreditation

30.(1) A provider that wishes to offer learning programmes or credit bearing courses at any level shall apply to the Authority for accreditation for such learning programmes or courses.

(2) An application for accreditation of a learning programme or credit bearing course under these Regulations shall be made in the manner as may be determined by the Authority.

(3) The Authority shall not accredit a learning programme or credit bearing course, unless the application meets the standards, criteria and guidelines for accreditation of learning programmes as determined by the Authority.

(4) The Authority shall process and consider an application made by an applicant or tertiary education and training provider upon payment of the prescribed fee, where applicable.

Certificate of Programme Accreditation

31.(1) Where the Authority grants accreditation of learning programme or credit bearing course status, it shall issue to the applicant, a certificate of accreditation of learning programme or credit bearing course.

(2) A Certificate of Programme Accreditation shall have a standard format and shall include the following —

- (a) name of the programme or credit bearing course;
- (b) the National Qualifications Framework level of the programme or credit bearing course award;
- (c) Name of the provider;
- (d) validity period of accreditation status; and
- (e) security features.

(3) The fee for the certificate referred to in subregulation (1) is set out in the Schedule of Fees annexed.

Register of accredited learning programmes

32.(1) The Authority shall maintain a register of all accredited learning programmes and credit bearing courses, which shall be accessible to the public.

(2) The register shall contain the —

- (a) name of the learning programme or short course;
- (b) name of the qualification upon which the learning programme or short course is based;

- (a) name of the provider and awarding body of the learning programme or short course;
- (b) level of the learning programme or short course;
- (c) credit value of the learning programme or short course;
- (d) date when the learning programme or short course was accredited; and
- (g) date the learning programme or short course is to be reviewed.

Certificate to be displayed

33. A tertiary education and training provider shall where applicable, at the premises or place where it carries on its business of providing educational services, display its certificate in a prominent place, readily accessible to learners and the public.

Publication of list of accredited learning programmes

34. The Authority shall publish a list of accredited learning programmes and credit bearing courses in the Gazette and in a newspaper of wide circulation locally.

Validity of accreditation of learning programme

35. A learning programme or credit bearing course shall remain accredited —

- (a) for a period not exceeding five years;
- (b) unless the accreditation is revoked by the Authority; or
- (c) until the provider requests for the learning programme or credit bearing course to be de-accredited.

Renewal of accreditation of learning programme

36.(1) A provider who wishes to have their learning programme or credit bearing course remain accredited shall, at least six months before the period of accreditation expires, apply for renewal of accreditation of the learning programme.

(2) An application for renewal of accreditation shall be made to the Authority in the manner as may be determined by the Authority.

(3) The application shall be accompanied by a non-refundable fee set out in the Schedule of Fees annexed, where applicable.

Monitoring and evaluation of accredited learning programme

37.(1) An authorised officer of the Authority may enter the premises of a provider to seek information for the purpose of verifying any evidence pertaining to the implementation of accredited learning programmes.

(2) A provider shall review each of its accredited learning programmes in accordance with the procedures set by the Authority.

(3) The Authority shall conduct auditing of a learning programme within three years of the accreditation of the learning programme.

Notification to the Authority

38.(1) A provider shall notify the Authority of any significant change which is likely to affect the provision of an accredited learning programme where the changes include, but are not limited to, any of the following —

- (a) a change in the name of a learning programme;
- (b) a change in ownership;
- (c) a change in legal status;
- (d) a decision to cease operations;

- (e) a change in the duration or credit value of a learning programme;
- (f) a change in the content of a learning programme of more than 30% of the core components;
- (g) discontinuation of a learning programme;
- (h) a change in location of sites used;
- (i) a change in funding sources;
- (j) a change in any franchising or partnership arrangements;
- (k) a change in the mode of delivery of any programme or course and assessment.

(2) Where the Authority is notified of a change referred to in subregulation (1) it may institute an investigation to determine whether the change is consistent with the requirements for learning programme accreditation.

(3) Where the Authority finds that a proposed change is inconsistent with the requirements for learning programme accreditation, it shall forthwith require the provider to rectify the change causing the inconsistency.

Suspension of accreditation of learning programmes

39.(1) The Authority may suspend or revoke a Certificate of Accreditation of a learning programme where the Authority has good cause to believe that the accredited learning programme no longer meets the criteria set for learning programme accreditation or there has been alteration to a learning programme without the prior approval of the Authority.

(2) The Authority shall issue to the provider, a notice of suspension of Certificate of Accreditation of learning programme.

(3) The notice issued under subregulation (2) shall be for a period not exceeding three months.

(4) The notice issued under subregulation (2), shall state any corrective action that should be taken by the provider.

(5) A provider that has been issued with a notice under subregulation (2) shall, on or before the notice period expires, submit an application for accreditation of the learning programme specified in the notice.

(6) Where the Authority determines that the provider has not remedied the matters raised in the notice issued under subregulation (2), after evaluation of the programme submitted under subregulation (5), the Authority may issue to the provider a Suspension Certificate of Programme Accreditation in the prescribed form.

(7) The suspension issued under subregulation (6) shall be for a period not exceeding four months.

Revocation of accreditation of learning programmes

40.(1) Where the Authority, after carrying an evaluation of a programme with a Certificate of Accreditation that has been suspended in accordance with regulation 39 (6), is not satisfied with the progress being made to comply with the Act, these Regulations or the conditions of the Authority, it shall issue a Revocation Certificate of Programme Accreditation in the prescribed form to the accredited provider.

(2) Where the Authority decides to revoke the accreditation of a learning programme, it shall issue a written notice to the governing body of the provider —

- (a) stating that the accreditation requirements referred to under the regulations are no longer being met or there has not been an application to alter an accredited learning programme;
- (b) giving grounds for the findings under paragraph (a); and
- (c) allowing the provider a sufficient time frame as may be determined by the Authority, within which to comply with the accreditation requirements referred to under paragraph (a).

(3) Where a written notice under subregulation (2) has been issued, the provider shall suspend the —

- (a) enrolment of new learners into learning programmes in which concern has been expressed until such time as the notice is formally withdrawn by the Authority; and
- (b) commencement of services of the same learning programme at any new site until such time as the notice is formally withdrawn by the Authority.

(4) The Authority may, following consideration of any submission made to it by the provider —

- (a) reconfirm the accreditation;
- (b) reconfirm the accreditation with conditions imposed; or
- (c) revoke the accreditation.

(5) Where the provider does not comply with the requirements specified in the notice issued in terms of subregulation (2) (c), within the time frame specified in the notice, the Authority shall revoke the accreditation of the learning programme.

(6) The Authority shall update the register of accredited learning programmes where conditions are imposed on accreditation.

(7) Where accreditation has been revoked, the provider shall return the Certificate of Accreditation to the Authority within twenty-one working days after notification.

(8) Where the Authority revokes accreditation, the provider shall cease all operations pertaining to the learning programme affected.

(9) The Authority shall cause to be published a list of the learning programmes which have been revoked, and indicating the names of the providers who offered the learning programmes.

Offences and penalties

41. A provider that —

- (a) offers an unaccredited learning programme or course leading to award of credits or a qualification;
- (b) states or purports that a learning programme is accredited when the Authority has not granted accreditation status to that learning programme; or
- (c) upon revocation of a Certificate of Programme Accreditation fails to surrender the certificate to the Authority referred to in Regulation 40(7), commits an offence and shall be liable upon conviction, to a fine at Standard Scale Level 4.

Learning programmes of other countries

42.(1) Learning programmes accredited from outside the country and offered by a provider established in Seychelles shall follow the due process for accreditation as provided in the Regulations.

(2) An accredited learning programme of an overseas provider offered by or through a local provider shall fulfil the requirements for a Certificate of Recognition which shall have a standard format and shall include the following —

- (a) Name of the overseas provider and local provider with whom there is partnership;
- (b) Name of the programme of the overseas provider and delivery agreement with the local provider;
- (c) Learner cohort and time frame for programme offering;
- (d) Basis for recognition of the programme; and
- (e) Security features.

(3) The application for a Certificate of Recognition under subregulation (2) shall be made by the local provider and shall be in the format as may be determined by the Authority.

(4) The provider specified under subregulation (3) shall apply for a Certificate of Recognition at least three months prior to offering of a programme.

(5) The provider specified under subregulation 3 shall re-apply for a Certificate of Recognition of a programme prior to enrolment of each new cohort of learners.

Fees for programme accreditation

43. The fees for the programme accreditation related services are specified in the Schedule of Fees annexed.

School Inspection

44.(1) The Authority shall set standards and criteria for the inspection of schools registered or established by the Government.

(2) An Inspection Team shall inspect schools registered and established, and, following that inspection, shall thereafter inspect each such school within 5 school years from the end of the school year in which the last inspection of the school took place.

(3) An inspection shall be carried out within a period of no more than 12 working days.

Types of inspection

45. There shall be four inspection types, namely —

- (a) whole school inspection;
- (b) short inspection;

- (c) return inspection visit; and
- (d) special inspection visit.

Inspection process

- 46.** The inspection process shall consist of the following key steps —
- (a) analysis on the annual school self evaluation report;
 - (b) planning for the inspection;
 - (c) the inspection;
 - (d) writing and presenting the inspection report; and
 - (e) follow-up on implementation of the recommendations of the report.

Notification of an inspection

- 47.(1)** The school shall be notified in advance for inspection as follows —
- (a) two weeks for a whole school inspection;
 - (b) three days for a short inspection;
 - (c) three days for a return inspection visit; and
 - (d) one day for a special inspection visit.

(2) Notwithstanding subregulation (1), special inspections may be carried out without prior notification.

Inspection report

48.(1) The inspection team shall prepare a report in writing of the inspection, within a period of 20 working days from completion of the inspection.

(2) The draft inspection report shall be forwarded to the school under review within five weeks following the visit, for verification of factual accuracy.

(3) The published inspection report shall be distributed to the school, the School Council, the Minister responsible for Education, the members of the executive of the Ministry responsible for education, the Board of the Authority and any other relevant entity.

(4) The school respectively shall take steps to make the inspection report accessible to staff and parents of registered learners.

Certificate of Inspection

49.(1) A Certificate of Inspection shall be awarded to schools rated as outstanding and good after a whole school inspection.

(2) The Certificate of Inspection shall have a standard format and shall include the following —

- (a) name of the school;
- (b) inspection status awarded;
- (c) date the certificate was issued; and
- (d) security features.

(3) The certificate shall remain valid until the next inspection visit.

Register of schools

50. When issuing a certificate of inspection at Regulation 49, the Authority shall record the following information into the register —

- (a) the legal name and trading name, if different, of the school;
- (b) the inspection number allocated to that school;

- (c) the inspection status awarded; and
- (d) the date the certificate was issued.

Certificate to be displayed

51. A school shall, at the premises or places where it carries on its business of providing educational services, display its certificate in a prominent place, readily accessible to learners and the public.

Recognition and Evaluation of Foreign Qualifications

52. (1) The Authority shall —

- (a) take the overall responsibility for the recognition and evaluation of foreign qualifications;
- (b) develop and implement policy and guidelines for the recognition and evaluation of foreign qualifications.

(2) Notwithstanding the generality of subregulation (1) (b), a foreign qualification shall be considered for recognition where —

- (a) the provider that awarded the qualification is recognised, or accredited where such accreditation or recognition is mandatory by the relevant authority in the country of origin of the provider at the time of enrolment of the learner;
- (b) the qualification was part of the formal education and training system in the country of origin;
- (c) the provider had the right to offer that qualification at the time of enrolment of the learner;
- (d) the documents in respect of the foreign qualification that was submitted to the Authority are genuine and without evidence of tampering or inconsistency; and
- (e) the holder of the qualification has successfully completed all the requirements for the award of the qualification as confirmed by the awarding body.

Application for evaluation

53.(1) A person, institution or organisation may apply for an evaluation of a qualification by the Authority.

(2) The person, institution or organisation shall complete the prescribed 'Application Form' and shall deliver the completed form with the documentation referred to in subregulation (3) below and payment of a non-refundable fee as set out in the Schedule of Fees annexed.

(3) The application form referred to in subregulation (2), shall be —

- (a) completed fully, correctly and legibly in black or blue ink;
- (b) accompanied by the following —
 - (i) each original qualification for which the applicant seeks an evaluation; or
 - (ii) copy of a qualification that is legible and certified by the awarding institution, a diplomatic mission or by a competent or recognition authority of the qualification's country of origin;
 - (iii) a complete and original academic record/transcript for each qualification issued by the issuing authority; or
 - (iv) a complete and legible copy of the academic record/transcript certified by the issuing institution, a diplomatic mission or by a competent authority of the qualification's country of origin;
 - (v) translation of all documents in a language other than English or French prepared by a sworn translator and certified by an authorised body such as a legal body or institution awarding the qualification;
 - (vi) proof of change of name, if applicable; and

- (vii) identity document: National Identity Card, valid passport or valid driving licence;
 - (c) accompanied by certified copies of the following, if available —
 - (i) statements of notional hours of the programme or credits; and
 - (ii) a syllabus or programme outline for each qualification;
 - (d) accompanied by payment or proof of payment of a non-refundable application fee specified in the Schedule of Fees annexed;
 - (e) in case of loss of original qualification or supporting documents, the qualification holder shall produce an official statement from the awarding institution or authorised national or international body to the effect that the qualification was awarded to the person claiming loss of qualification and/or supporting documents.
- (4) The Authority shall retain, for record purposes, copies of any document submitted to it in terms of subregulation (3).
- (5) The Authority may conduct an evaluation of a qualification in the absence of documentary proof contemplated in subregulation (3), if there is alternative valid evidence that the applicant was awarded a specific qualification.
- (6) The following shall not be accepted as documents for the purposes of an application made under subregulation (1) —
 - (a) illegible documents;
 - (b) testimonials or attestations;
 - (c) facsimiles or copies of facsimiles;

- (d) copies of certified copies;
- (e) forged, altered or falsified documents;
- (f) certificates of attendance or participation;
- (g) letters of commendation;
- (h) special awards certificates;
- (i) letters or certificates of work experience.

(7) From time to time the Authority may specify country-specific documentation requirements in relation to applications made in terms of these Regulations.

Assessment of an application

54.(1) On receipt of a complete application made under regulation 53, the Authority shall proceed with the recognition and evaluation process.

(2) An evaluation referred to in subregulation (1) involves the following —

- (a) a check of the authenticity and legitimacy of submitted documents;
- (b) verification that the qualification has been approved by a recognised quality assurance body in the country of origin;
- (c) verification that the issuing authority has a credible and verifiable status conferred by a recognised quality assurance body in the country of origin; and
- (d) an appraisal of all submitted documentation, other available and relevant documentation or information sources and decisions by other recognised qualification evaluation bodies.

(3) In processing an application for an evaluation, the Authority may request additional information from the applicant, particularly if a qualification being evaluated specifies prerequisite qualifications or other requirements.

(4) If the requirements of (2) and (3) are complied with, an evaluation decision shall be made stating —

- (a) that the qualification submitted is comparable to a type of National Qualifications Framework qualification at a specified National Qualifications Framework level in a specified field of study;
- (b) that the qualification submitted is comparable to a specified volume of National Qualifications Framework credits at a specified National Qualifications Framework level; or
- (c) the relevant information found in the course of the evaluation process.

Certificate of Evaluation

55.(1) The evaluator shall upon completion of an evaluation submit the outcome together with all documentation to the Chief Executive Officer, who shall, if satisfied that all requirements have been complied with, authorise the issue of a Certificate of Evaluation.

(2) The Certificate of Evaluation shall have a standard format and shall include the following —

- (a) personal details about the qualification holder;
- (b) description of the qualification or period of study;
- (c) national Qualifications Framework recognition level; and
- (d) security features.

(3) A certified copy of a certificate of evaluation shall only be issued to a third party when nominated by the applicant and for which a payment has been made as specified in the Schedule of Fees annexed.

(4) A duplicate Certificate of Evaluation may be issued by the Authority on receipt from the applicant of a sworn affidavit attesting to the loss or damage of an original version of the report and the payment of a fee specified in the Schedule of Fees annexed.

Refusal to issue a Certificate of Evaluation

56.(1) The Authority shall not issue a Certificate of Evaluation if regulation 52 is not complied with.

(2) If for any reason an application is refused under subregulation (1), the applicant shall be provided with reasons for the refusal.

Provisional Certificate of Evaluation

57.(1) In the event that a potential certificate holder has successfully completed a programme of study and provided that the awarding institution has issued a formal notification to that effect, or a provisional certificate, the Authority may issue the applicant with a Provisional Certificate of Evaluation subject to the following conditions —

- (a) submission of course/programme transcript, all other required documents and payment of the application fee specified in the Schedule of Fees annexed;
- (b) the qualification is provisionally evaluated at a level on the National Qualifications Framework; and
- (c) submission of the original qualification by a specified date.

(2) The Provisional Certificate of Evaluation shall be valid for a period not exceeding one year and shall lapse automatically at the end of the one year from the date of issue.

Recognition decision of the Authority

58. The decision of the Authority to recognise a foreign qualification shall be legally binding.

Revocation of Certificate of Evaluation

59.(1) The Authority shall revoke a Certificate of Evaluation it issued where new information has come to light that contradicts the information on which recognition and evaluation outcomes were based.

(2) Revocation shall be deemed necessary when one or more qualifications appearing on that Certificate are found to have been —

- (a) misrepresented by the qualification holder, or any other party, in any way; or
- (b) issued by a provider that at the time of enrolment of the qualification holder was not recognised in the home system according to relevant laws, policy or standard practice; or
- (c) issued by a provider outside of the relevant laws, policy or standard practice applicable in that system at the time; or
- (d) incorrectly located within the National Qualifications Framework by the Authority due to the lack, or misinterpretation of available information at the time of evaluation.

(3) In the case of erroneous evaluation outcome, and where applicable, the Authority shall replace the Certificate of Evaluation with one reflecting the correct outcome.

(4) Where the Certificate of Evaluation has been revoked under subregulation (2), the qualification holder shall surrender the original Certificate of Evaluation to the Authority within thirty working days after notification.

(5) A qualification holder that fails to surrender the Certificate of Evaluation as specified under subregulation (4) commits an offence and shall be liable upon conviction, to a fine at Standard Scale Level 3.

(6) Neither the original Certificate of Evaluation, nor any copies of it shall be used after revocation.

(7) The Authority shall maintain a register of revoked certificates of evaluation.

Information on qualifications

60. The Authority shall inform persons or agencies outside Seychelles of the qualifications offered in the country.

Fees for recognition and evaluation of qualifications

61. The fees for recognition and evaluation of qualifications related services are specified in the Schedule of Fees annexed.

Recognition of Prior Learning

62.(1) The Authority shall —

- (a) take the overall responsibility for the recognition of prior learning in collaboration with relevant partners and stakeholders; and
- (b) develop and implement policy and guidelines for the recognition of prior learning.

(2) Recognition of prior learning shall constitute the following —

- (a) application;
- (b) portfolio development and assessment; and
- (c) assessment of candidates based on portfolio evidence.

(3) A person who has worked in any field of study offered by a recognised or accredited provider in Seychelles may apply to the Authority for recognition of prior learning in the form as determined by the Authority.

(4) For a person to be eligible for the recognition of prior learning process, the person must have a minimum of three years work experience in the field being requested for recognition of prior learning process.

National Qualifications Framework level for recognition of prior learning process

63.(1) Recognition of prior learning may be carried out at any National Qualifications Framework level.

(2) A candidate undergoing the recognition of prior learning process for a qualification of the National Qualifications Framework may be awarded the total credits of the qualification.

(3) The types of learning that shall be considered for recognition of prior learning shall be namely —

- (a) formal learning;
- (b) informal learning;
- (c) non-formal learning.

Qualification awarded through recognition of prior learning

64.(1) A certificate awarded through recognition of prior learning shall be issued by the provider offering the programme leading to the award and where assessment of the candidate has taken place.

(2) There shall be no distinction between a certificate obtained through recognition of prior learning and that of other modes of learning.

(3) The Authority shall ensure that the provider has made provision for an appeal process for recognition of prior learning candidates.

Fees for recognition of prior learning

65. The fees for the recognition of prior learning process related activities are specified in the Schedule of Fees annexed.

National database

66.(1) The Authority shall establish a national database to inform the implementation, development and maintenance of the National Qualifications Framework.

(2) The database established under subregulation (1) shall contain information pertaining to —

- (a) registered unit standards;
- (b) registered national qualifications and part qualifications;
- (c) accredited local tertiary education and training providers;
- (d) accredited national learning programmes, credit bearing courses, including micro-credentials —
 - (i) recognised and evaluated foreign qualifications;
 - (ii) inspection status of local schools;
 - (iii) recognition of prior learning;
 - (iv) registered private providers; and
 - (v) other particulars as may be necessary.

Form and Manner of Qualification Award

67.(1) A qualification shall be awarded to learners to mark the attainment of defined outcomes of learning.

(2) The design of the Award shall be the responsibility of individual providers but the content shall include the following —

- (a) country's crest;
- (b) institution's name and logo;
- (c) learner details including learner registration or identification number;
- (d) the approved title of the qualification;
- (e) date of issue of the Award;
- (f) signature of Head of Provider/Registrar or designated officer; and
- (g) official stamp or seal of the provider.

(3) Certificates issued for qualifications in the National Qualifications Framework shall be endorsed in the manner determined by the Authority.

Form and Manner of Academic Transcript

68.(1) Learners enrolled on a programme of study shall be eligible for either —

- (a) a complete academic transcript upon successful completion of a programme and upon having completed all necessary institutional exit procedures which shall be provided to the learners in addition to the certificate at Regulation 65; or
- (b) a partial academic transcript upon successful completion of at least a course of a programme and upon having completed all necessary institutional exit procedures.

(2) The design of the transcript shall be the responsibility of the provider but the content shall include the following —

- (a) information identifying the holder of the qualification, including family name, given name(s), date of birth, date of enrolment and completion, and learner registration or identification number;
- (b) information identifying the qualification, including approved title of the qualification, main field(s) of study for the qualification, name and status of awarding institution, and language(s) of instruction;
- (c) information on the level of the qualification, including level of qualification, official length of the programme in years and credits;
- (d) information on the contents and results gained, including mode of study, courses of the programme and the individual grades, marks and credits obtained, total credits obtained, grading scheme, and overall classification of the qualification to include final grade if the learner has completed the programme, and date of issue of the transcript;
- (e) such other information as may be determined by the Authority;
- (f) signature of Head of Institution/Registrar or designated officer; and
- (g) official stamp or seal of the institution.

(3) Learners who do not successfully complete a course in the programme enrolled shall be eligible for a Reference.

Form and Manner of Statement of Attainment

69.(1) Learners who are enrolled on an accredited short course shall be eligible for a Statement of Attainment for the Course in the specific subject area.

(2) The Statement of Attainment shall be issued to the learner when all the assessment criteria of the course have been met.

(3) The design of the Statement of Attainment shall be the responsibility of individual providers but the content shall include the following —

- (a) country's crest;
- (b) institution's name and logo;
- (c) learner details including date of enrolment and completion;
- (d) title of the short course;
- (e) total notional hours and number of credits achieved;
- (f) assessment result(s);
- (g) date of issue of Statement of Attainment;
- (h) signature of Head of Institution/Registrar or designated officer; and
- (i) official stamp or seal of the institution.

Protection of Enrolled Learners

70.(1) A provider shall put arrangements in place, for the protection of enrolled learners where —

- (a) the provider does not provide the programme for any reason including by reason of insolvency or winding up of that provider; or
- (b) enrolled learners have begun but not completed the programme and the provider ceases to provide the programme before that programme is completed for any reason, including by reason of the insolvency or winding up of that provider.

(2) A provider shall submit details of the arrangements referred to in subregulation (1) that it has in place to the Authority in writing when —

- (a) making an application for accreditation of a programme of education and training;
- (b) submitting a request for delegation of authority to make an award in respect of a programme of education and training;
or
- (c) notifying the Authority of a proposal in respect of a programme of education and training.

(3) Without prejudice to the generality of subregulation (1), a provider shall be taken to cease to provide a programme of education and training where the Authority withdraws accreditation of the programme under Regulation 37.

(4) The arrangements referred to in subregulation (1) are —

- (a) an agreement between the provider of the programme and at least two other providers that an enrolled learner may transfer to a similar programme of those other providers; or
- (b) where the provider considers, with the agreement of the Authority, that it is not practicable to comply with subregulation 4 (a), that the provider has arrangements in place which enable that provider to refund to an enrolled learner, or to the person who paid the moneys on behalf of the enrolled learner, the moneys most recently paid in respect of the programme concerned for —
 - (i) tuition fees;
 - (ii) registration fees;
 - (iii) examination fees;
 - (iv) library fees;

- (v) student services fees; and
- (vi) any other fees which relate to the provision of education, training and related services.

(5) Subregulation (4 (b) shall not apply in respect of a programme of education and training where no moneys are paid by, or on behalf of, an enrolled learner in respect of the programme, to the provider of that programme.

(6) A provider shall notify the Authority in writing of any change in the arrangements the provider has in place in accordance with subregulation (4) as soon as possible after becoming aware of that change.

Assistance from Authority to enrolled learners to find alternative programme

71.(1) Without prejudice to the obligation of a provider to have arrangements in place under Regulation 70, where a provider ceases to provide a programme of education and training, the Authority shall make all reasonable efforts to assist the enrolled learners affected by the cessation to find a programme of education and training with another provider which will enable them to complete the education and training commenced with the former provider.

(2) The Authority may request any relevant provider to assist the Authority in its reasonable efforts under subregulation (1).

(3) Upon receipt of a request under subregulation (2) the relevant provider concerned shall assist the Authority in so far as it is practicable to do so.

Obligation on providers to furnish information to enrolled learners

72.(1) A provider shall, before commencing a programme or course of education and training and before accepting any payment from or on behalf of an enrolled learner in respect of the programme, notify the enrolled learner in writing of the following —

- (a) the accreditation or recognition status of a programme or course or whether the offering is training for professional development;
- (b) where completion of the programme by the learner and attainment by the learner of a specified standard of knowledge, skill or competence upon such completion entitles the learner to an award —
 - (i) the name of the awarding body or, where appropriate, awarding bodies making the award,
 - (ii) the title of the award, and
 - (iii) whether the award is recognised within the National Qualifications Framework, and if the level of that recognition within the National Qualifications Framework;
- (c) where completion of the programme or course by the learner and the attainment by the learner of a specified standard of knowledge, skill or competence upon such completion does not entitle the learner to an award, that fact;
- (d) where the provider is required to have procedures for access, transfer and progression in place, a statement of how those procedures apply to that programme;
- (e) where the provider is required to have arrangements in place under Regulation 68, details of the arrangements the provider has in place under subregulation (4) of that regulation.

(2) A provider to whom subregulation (1) applies shall notify the enrolled learner in writing of any change in the information notified to the learner under subregulation (1) within 14 days after becoming aware of that change.

- (3) A provider who —
- (a) fails to comply with subregulation (1) or (2), or
 - (b) in purported compliance with subregulation (1) or (2), provides an enrolled learner with information which is false or misleading in a material respect, commits an offence.

Registration and Revocation of Registration of Private Providers

73. (1) An entity wishing to operate as a private provider shall apply to the Authority for registration.

(2) The application made under subregulation (1) shall be in the form determined by the Authority and shall be accompanied by a non-refundable processing fee set out in the Fee Schedule annexed.

(3) The application shall be in accordance with the quality assurance criteria for registration of private providers determined by the Authority.

- (4) The application shall be accompanied by —
- (a) a copy of the Curriculum Vitae of the head of the provider;
 - (b) a copy of the National Identity card and a passport size photograph of the head of the provider;
 - (c) a copy of the Business Tax certificate where applicable;
 - (d) a copy of a valid health inspection certificate of the provider, where applicable;
 - (e) a copy of a valid fire safety inspection report or certificate, where applicable;
 - (f) proof of ownership of the premises or a copy of a valid lease agreement where the applicant is not the owner of the premises, where applicable.

(5) The Authority may, in writing, require an applicant to provide further information which the Authority considers relevant to the application.

(6) Where the applicant is required to provide further information in terms of subregulation (4), such information shall be submitted within 21 working days from the date of notification.

(7) Where the applicant fails to submit the required information as stipulated in subregulation (4), the Authority shall reject the application.

(8) Where the Authority is satisfied that an applicant satisfies the provisions of this regulation, it shall register the applicant as a provider of education and training.

Registration and Certificate of Registration

74.(1) When the Authority registers a private provider, it shall, within 30 working days —

- (a) record such registration in the Register; and
- (b) issue to the applicant, a Certificate of Registration.

(2) A certificate of registration shall include the following —

- (a) the business name and registration number of private provider;
- (b) the business address of the provider;
- (c) the name and address of the proprietor of the provider;
- (d) the validity period of registration;
- (e) the level of education and training services approved to be provided; and
- (f) security features.

(3) A provider shall display the Certificate of Registration within its premises, where it will be visible to the public or where the provider does not

have fixed premises the Certificate of Registration shall be produced upon request.

(4) A provider shall prior to enrolment provide to learners, information on the accreditation or recognition status of a programme or course or information on whether the offering is training for professional development.

Register of providers

75.(1) The Authority shall maintain a register of all private providers.

(2) The Register maintained in terms of subregulation (1) shall be open for inspection to any member of the public.

(3) The Register shall clearly describe the —

- (a) form and structure of the private provider;
- (b) scope of services that the private provider is offering; and
- (c) date on which the private provider was registered.

Audit and inspection

76. The Authority shall for the purposes of ensuring compliance and verification of the information provided in the application by the private provider, conduct —

- (a) an institutional audit, where applicable; and
- (b) a physical inspection of the premises to be used, where applicable.

Suspension or revocation of registration

77.(1) The Authority may suspend or revoke registration where a private provider has failed to meet registration requirements and conditions.

(2) Where the Authority decides to suspend or revoke the registration of a private provider, it shall —

- (a) issue a written notice to the governing body of the private provider, stating that registration requirements referred to under the regulations are no longer being met; and
- (b) grant the private provider a period of time, to be determined by the Authority, within which to comply with the registration requirements referred to under subregulation 2 (a).

Validity of registration

78.(1) A private provider shall be registered with the Authority for a period of five years and shall pay a registration fee as prescribed in the Schedule of Fees annexed.

(2) Registration shall be reviewable every 12 months and the provider shall pay an annual fee as prescribed in the Schedule of Fees annexed.

(3) A private provider shall remain registered —

- (a) until such time as the registration is revoked by the Authority; or
- (b) until the private provider requests for termination of registration status.

(4) In accordance with subregulation (1) the provider shall submit to the Authority at 12 monthly intervals, a report and such particulars as may be required for a review to determine the continued validity of the certificate of registration.

(5) Upon receipt of the report, the Authority shall carry out an assessment of the provider based on particulars with respect to subregulation (2) and, where approval for the continued validity of the registration is

deferred, the Authority shall provide guidance to the provider and specify any improvement which needs to be made within such specific time to enable the Authority to reconsider the application.

Renewal of registration

79. A private provider who wishes to remain registered shall, at least three months before the period of registration expires, apply for renewal of registration.

Fees for services

80. The fees for registration related services are specified in the Schedule of Fees annexed.

Appeals

81. The Minister shall appoint an Appeals Committee under Section 30 of the Act to hear appeals from providers, persons including learners, and any other entity in relation to the functions related decisions of the Authority.

Time for making an appeal

82.(1) A person or entity aggrieved by a decision of the Authority under these Regulations may appeal against that decision to the Appeals Committee in accordance with the appeals procedure as set out by the Authority.

(2) An appeal shall be lodged with the Chairperson of the Appeals Committee appointed under subsection (3) of section 30 of the Act not later than 30 working days from the date of notification of the decision of the Authority to which the appeal relates.

Notice of appeal

83.(1) A notice of appeal shall —

- (a) be in writing;
- (b) state the name and address of the appellant;
- (c) be accompanied by —

- (i) a copy of the decision of the Authority to which the appeal relates;
- (ii) a statement of the grounds of appeal and the facts and contentions upon which the appellant intends to rely; and
- (iii) such other documents as the appellant wishes to submit in support of the appeal.

(2) The Chairperson of the Appeals Committee shall notify the appellant in writing of receipt by it of the appeal.

Service of appeal on Authority

84. The Chairperson of the Appeals Committee shall, as soon as practicable —

- (a) send a copy of the appeal and accompanying documents referred to in Regulation 83 (1) (c) to the Authority; or
- (b) invite the Authority to make submissions in writing in relation to the appeal to the Committee within such time as it may specify in the invitation.

Submissions by the Authority

85.(1) The Authority may make submissions in writing to the Appeals Committee in relation to an appeal within —

- (a) the period specified in the invitation referred to in regulation 84 (b); or
- (b) such other period as may be agreed between the Authority and the Committee.

(2) The Appeals Committee shall —

- (a) furnish a copy of any submissions made to it under subregulation (1) to the appellant as soon as practicable after the submissions are received by the Committee; and
- (b) invite the appellant to reply in writing to those submissions within such time as it may specify in the invitation.

Reply by appellant to submissions

86.(1) An appellant may, within the period specified by the Appeals Committee under subregulation 2 (b) of Regulation 85, or such other period as may be agreed between the appellant and the Committee, reply in writing to the Authority's submissions.

(2) The Appeals Committee shall furnish a copy of any reply submitted to it under subregulation (1) to the Authority as soon as practicable after the reply is received by the Committee.

Person concerned

87. An Appeals Committee shall furnish a copy of the notice of appeal to any other person it considers to be concerned in the matter which is the subject of the appeal.

Further information

88.(1) An Appeals Committee may, for the purposes of determining an appeal, at any time request the appellant, the Authority or any other person appearing to the Committee to furnish to the Committee —

- (a) further particulars regarding the appeal; or
- (b) any documentation that it considers relevant to the appeal.

(2) The Appeals Committee shall, where it makes a request under subregulation (1), specify the period within which the particulars or documentation requested, as the case may be, shall be furnished.

(3) An appellant, the Authority or any other person referred to in subregulation (1) shall furnish the particulars or documentation referred to in that subregulation within the period specified under subregulation (2) or such other period as may be agreed with the Appeals Committee.

Determination without oral hearing

89. Where the Appeals Committee considers that a notice of appeal is of such a nature that it can properly be determined without an oral hearing, the Committee may determine the appeal without such a hearing.

Oral hearing

90.(1) The Appeals Committee shall determine the procedures for an oral hearing.

(2) The Appeals Committee shall comply with the procedures for an oral hearing determined under subregulation (1).

(3) Where in the opinion of the Appeals Committee, an oral hearing is required to determine an appeal, the Committee shall, as soon as may be, fix a date and place for the hearing and give reasonable notice of the hearing to the appellant, the Authority and any other person appearing to the Committee to be concerned in the matter the subject of the appeal.

(4) An appellant, the Authority and a person appearing to an Appeals Committee to be concerned in the matter the subject of an oral hearing, may attend the hearing.

(5) The Appeals Committee may examine the appellant, the Authority and a person appearing to the Committee to be concerned in the matter the subject of the oral hearing.

(6) The Appeals Committee may determine an appeal notwithstanding the failure of one or more of the parties to the appeal to —

- (a) attend the oral hearing; or
- (b) comply with these Regulations.

Withdrawal of appeal

91.(1) An appellant who makes an appeal under regulation 82 may withdraw the appeal by notice in writing to the Appeals Committee.

(2) The Appeals Committee shall notify the Authority of the withdrawal of an appeal under subregulation (1) as soon as practicable after receipt of the notice under that subregulation.

Determination of appeal

92.(1) The Appeals Committee shall make its determination of an appeal —

- (a) where there is no oral hearing, within 45 days of the later of —
 - (i) where no submissions are made by the Authority under regulation 85, the day following the last day of the time specified in the invitation under regulation 84 (b);
 - (ii) where no reply is made by the appellant under regulation 86 (1), the day following the last day of the time specified under regulation 85(2)(b) for submissions;
 - (iii) either —
 - (I) the date of receipt by the Appeals Committee of a reply from the appellant under regulation 86(1), or
 - (II) where no reply referred to in clause (I) is received, the day following the last day of the time specified or agreed, as the case may be, under regulation 86(1);

(iv) either —

- (I) the date of receipt by the Appeals Committee of the last particulars or documentation requested by the Committee under regulation 88, or
- (II) where no particulars or documentation referred to in clause (I) are furnished, the day following the last day of the time specified or agreed, as the case may be, under regulation 88 (3);

or

(b) where there is an oral hearing, within 30 days of the completion of that hearing.

(2) The decision of the Appeals Committee shall be final.

Appeal fees

93. The fees for appeals related services are specified in the Schedule of Fees annexed.

Delegation

94.(1) The Board may delegate any of its functions to committees constituted under section 14 of the Act but shall not be divested of any power so delegated and may at any time withdraw the delegation.

(2) The committees shall operate under clear terms of reference and shall be the following —

- (a) quality Assurance Committee responsible to promote quality and standards in education and training;
- (b) executive Committee responsible to evaluate and recommend approval of unit standards and qualifications;
- (c) any other committees as the Board considers necessary.

(3) The committees shall submit to the Board quarterly reports on activities and outcomes for its endorsement.

(4) The Board may at any time review the terms of reference of the committees referred to at subregulation (2) or may discontinue the functioning of any such committees as it considers appropriate.

Committee Allowances

95. The members of the committees established under regulation 94 shall be paid such allowances referred to under section 15 of the Act.

Offence for Failure to Comply

96. A person, provider or any other entity that fails to comply with the provisions of these Regulations or misuses the logo and motto of the Authority, and the terms “National Qualifications Framework” and “National Qualifications Framework levels” commits an offence and shall be liable upon conviction to a fine of Level 3 on the Standard Scale.

Transitional

97. Any provider which, at the coming into operation of these Regulations, has been carrying on the business or activity of education and training shall, within 12 months of the coming into operation of these Regulations, comply with the provisions of these Regulations.

SCHEDULE 1

[Regulation 29(2)(i)]

Fees

(1) Fees payable to the Authority under Section 29 (2) (i) of the Act and these regulations shall be for services related to the following —

- (a) Institutional Accreditation;
- (b) Programme Accreditation;
- (c) Recognition and Evaluation of Qualifications;
- (d) Recognition of Prior Learning;
- (e) Registration of Private Providers;
- (f) Appeals;
- (g) Other National Qualifications Framework related services.

(2) The fees shall be paid in the time and manner specified by the Authority.

(3) The Authority may amend the fees to take account of inflation rate since the determination of the fees for the time being in force.

(4) Fees are non-refundable

Institutional Accreditation

Service	Fee (SCR)
Application processing	1,000.00
Institutional Accreditation Certificate (both Provisional and Full Accreditation)	500.00

Replacement of lost, stolen or misplaced Institutional Accreditation Certificate (both Provisional and Full Accreditation).	500.00
Appeal	2,500
<i>Penalty fee structure</i>	
Acquirement of Not Accredited status from second Accreditation visit and thereafter	25,000.00
Acquirement of Provisional Accreditation status from fourth Accreditation visit and thereafter.	15,000.00
Acquirement of Provisional Accreditation or Not Accredited status following first Re-Accreditation process.	10,000.00
Late and/or no submission of Application for Institutional Accreditation on the due date.	1,000.00
Late and/or no submission of action plan on the due date.	1,000.00
Late and/or no submission of progress report on the due date.	1,000.00

Explanatory Notes

- (a) Fees are applicable to both public and private providers.
- (b) Fees are also applicable to the process of Monitoring Visit.
- (c) A charge of up to 10% of the value of the fee shall apply for scheduled visits that are cancelled by the provider within less than 25 working days.
- (d) All fees must have been settled prior to the issuing of an accreditation outcome and/or certificate.

Programme Accreditation

Service		Fee (SCR)		Fee (SCR)		Fee (SCR)
	Short courses		Certificate and Advanced Certificate		Diploma and above	
Application and processing fee		500.00		1,000.00		1,500.00
Reviewers fee		1,200		2,000.00		3,000.00
Certificate of Accreditation		1,000.00				
Appeal		2,500.00		2,500.00		2,500.00

Explanatory Notes

- (1) The initial submission of a course or programme for accreditation/ re-accreditation shall be free of charge except for the Certificate of Accreditation. Fees shall apply for the second submission if a programme or course is not accredited and thereafter.
- (2) Fees must have been settled prior to the issuing of an accreditation outcome and/or certificate.

Recognition and Evaluation of Qualifications

Service		Fee (SCR)		Fee (SCR)		Fee (SCR)
	1-2 qualifications		Batch 3-5 qualifications		Each additional qualification	
Regular Recognition and Evaluation: Expatriate		500.00		700.00		100.00
Fast Track Recognition and Evaluation: Expatriate		1,000.00		1,200.00		100.00
Regular Recognition and Evaluation: Seychellois		250.00		450.00		100.00
Fast Track Recognition and Evaluation: Seychellois		500.00		700.00		100.00
Certify True Copy: Expatriate		350.00		550.00		50.00
Certify True Copy: Seychellois		350.00		450.00		50.00

Other Services	Fee (SCR)
Duplicate Certificate	200.00
Certify True Copy of a Certificate of Evaluation	150.00
Copy of a Certificate of Evaluation	100.00
Appeal	2,500.00

Explanatory Notes

Fees shall be settled upon application for a recognition and evaluation related service.

Recognition of Prior Learning

-		Fee (SCR)		Fee (SCR)		Fee (SCR)		Fee (SCR)		Fee (SCR)
	Certificate		Advanced Certificate		Diploma		Advanced Diploma		Degree	
Application handling		300.00		300.00		300.00		300.00		300.00
Compilation and pre-screening of RPL Portfolio		1,300.00		1,800.00		2,300.00		2,800.00		3,300.00
Portfolio assessment		1,000.00		1,200.00		1,400.00		1,600.00		2,500.00


Explanatory Notes

Fees shall be settled individually for each step in the recognition of prior learning process and advance payment shall apply.

SCHEDULE 2

Annexure 1 – Notice of Suspension of Certificate of Institutional Accreditation

SEYCHELLES QUALIFICATIONS AUTHORITY

	NOTICE OF SUSPENSION FOR INSTITUTIONAL ACCREDITATION	Issue Number	
		Issue Date:	

The (*name of the Education and Training Provider*) is hereby notified that the accreditation status effective from the (*date*) day of (*month*) (*year*) to the..... (*date*) day of (*month*).....(*year*) shall be suspended by the Seychelles Qualifications Authority by virtue of the authority vested in it through the Seychelles Qualifications Authority Act of 2021. The notice of suspension is issued to enable the (*name of the Education and Training Provider*) to address the following corrective action(s):

.....

The notice of suspension shall be for a period of (*a period not exceeding six months based on the nature of corrective action(s)*).

The (*name of the Education and Training Provider*) shall on or before the notice period expires, submit a recovery plan in relation with the action(s) specified in the notice. The Authority shall upon receipt of the recovery plan conduct an inspection to verify the extent to which the (*name of the Education and Training Provider*) has instituted appropriate measures to remedy matters raised in the notice.

Should the Authority determine that (*name of the Education and Training Provider*) has not remedied the matters raised in the notice after carrying out an inspection, the Authority shall issue to the (*name of the Education and Training Provider*) a Suspension Certificate of Institutional Accreditation.

.....
Chairperson SQA Board

.....
Chief Executive Officer SQA

..... (*date, month, year*)



Annexure 2 - Suspension Certificate of Institutional Accreditation

SEYCHELLES QUALIFICATIONS AUTHORITY

Certificate of Suspension

Certificate No:

Date of issue:

This is to certify that by virtue of the authority vested in it through the Seychelles Qualifications Authority Act of 2021, the accreditation status accorded to the (*name of the Education and Training Provider*) from the (*date*) day of (*month*) (*year*) to the..... (*date*) day of (*month*).....(*year*) has been suspended by the Authority with effect on (*date, month, year*) on the grounds that the (*name of the Education and Training Provider*) has failed to remedy the matters raised in the Notice of Suspension issued on (*date, month, year of issue of notice*). The suspension shall be for a period of.....(*not exceeding six months depending on the corrective action(s)*).

Upon expiry of the suspension period the Authority shall carry out an inspection of (*name of the Education and Training Provider*). If the Authority is not satisfied with the progress being made to comply with the conditions of the Authority it shall issue a Revocation Certificate of Institutional Accreditation to the.....(*name of the Education and Training Provider*).

.....
Chairperson SQA Board

.....
Chief Executive Officer SQA

.....(*date, month, year*)



Definitions

Certificate Revocation is permanent termination of the certificate's validity before the expiry date indicated in the certificate

Certificate Suspension is an action that makes a certificate invalid from the moment of suspension. As per subregulation (2) of the National Qualifications Framework Regulations, the notice shall be for a period not exceeding six months. During the suspension but before the revocation, the certificate can be reactivated and made valid again.



Recognising your Competencies

SEYCHELLES QUALIFICATIONS AUTHORITY


P.O. Box 1017, Republic of Seychelles

Telephone 4 324055

E-mail sqa@seychelles.net

Annexure 3 - Notice of Revocation of Certificate of Institutional Accreditation

SEYCHELLES QUALIFICATIONS AUTHORITY

	NOTICE OF REVOCATION FOR INSTITUTIONAL ACCREDITATION	Issue Number	
		Issue Date:	

The (*name of the Education and Training Provider*) is hereby notified that its accreditation status effective from the (*date*) day of (*month*) (*year*) to the..... (*date*) day of (*month*) (*year*) shall be revoked by the Seychelles Qualifications Authority by virtue of the authority vested in it through the Seychelles Qualifications Authority Act of 2021. The notice of revocation is issued as the Authority, after carrying out an inspection of the (*name of the Education and Training Provider*) is not satisfied with the progress made to comply with the requirements as established by the Suspension Certificate of Institutional Accreditation issued on (*date, month, year*).

The notice of revocation shall be for a period of (a period not exceeding six months) to enable the (*name of the Education and Training Provider*) to comply with the accreditation requirements and conditions.

The Authority shall conduct an inspection to verify the extent to which the (*name of the Education and Training Provider*) has instituted measures to comply with the accreditation requirements and conditions.

Should the Authority determine that (*name of the Education and Training Provider*) has not complied with the accreditation requirements and conditions within the specified timeframe of this written notice, the Authority shall issue to the (*name of the Education and Training Provider*) a Revocation Certificate of Institutional Accreditation.

.....
Chairperson SQA Board

.....
Chief Executive Officer SQA

.....(*date, month, year*)



Annexure 4 - Revocation Certificate of Institutional Accreditation

SEYCHELLES QUALIFICATIONS AUTHORITY

Certificate of Revocation

Certificate No:

Date of issue:

This is to certify that by virtue of the authority vested in it through the Seychelles Qualifications Authority Act of 2021, the accreditation status accorded to the (name of the Education and Training Provider) from the (date) day of (month) (year) to the..... (date) day of (month) (year) has been revoked by the Authority with effect on.....(date, month, year) on the grounds that the

..... (name of the Education and Training Provider) has failed to comply with the requirements as established by the Suspension Certificate of Institutional Accreditation issued on(date, month, year).

The (name of the Education and Training Provider) shall cease to operate as an accredited institution effective.....(date, month, year) until it reapplies for institutional accreditation once accreditation requirements have been complied with.

.....
Chairperson SQA Board

.....
Chief Executive Officer SQA

..... (date, month, year)



See Overleaf

Definitions

Certificate Revocation is permanent termination of the certificate's validity before the expiry date indicated in the certificate

Certificate Suspension is an action that makes a certificate invalid from the moment of suspension. As per subregulation (2) of the National Qualifications Framework Regulations, the notice shall be for a period not exceeding six months. During the suspension but before the revocation, the certificate can be reactivated and made valid again.



SEYCHELLES QUALIFICATIONS AUTHORITY


P.O. Box 1017, Republic of Seychelles

Telephone 4 324055

E-mail sqa@seychelles.net

Annexure 5 - Notice of Suspension of Certificate of Programme Accreditation

SEYCHELLES QUALIFICATIONS AUTHORITY

 <p>Recognising your Competencies</p>	NOTICE OF SUSPENSION FOR PROGRAMME ACCREDITATION	Issue Number	
		Issue Date:	

The (*name of the Education and Training Provider*) is hereby notified that the Certificate of Accreditation for the (*name of learning programme*) effective from the (*date*) day of (*month*) (*year*) to the (*date*) day of (*month*) (*year*) shall be suspended by the Seychelles Qualifications Authority by virtue of the authority vested in it through the Seychelles Qualifications Authority Act of 2021. The notice of suspension is issued to enable the (*name of the Education and Training Provider*) to address the following corrective action(s):

.....

The notice of suspension shall be for a period of (*a period not exceeding three months based on the nature of corrective action(s)*).

Should the Authority determine that (*name of the Education and Training Provider*) has not remedied the matters raised in the notice issued after evaluation of the programme submitted, the Authority shall issue to the (*name of the Education and Training Provider*) a Suspension Certificate of Programme Accreditation.

.....
Chairperson SQA Board

.....
Chief Executive Officer SQA

.....(*date, month, year*)



Annexure 6 - Suspension of Certificate of Programme Accreditation

**SEYCHELLES QUALIFICATIONS AUTHORITY
Certificate of Suspension**

Certificate No:

Date of issue:

This is to certify that by virtue of the authority vested in it through the Seychelles Qualifications Authority Act of 2021, the Certificate of Programme Accreditation for the (name of the programme) has been suspended by the Authority with effect on..... (date, month, year) on the grounds that

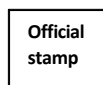
the (name of the Education and Training Provider) has failed to remedy the matters raised in the Notice of Suspension issued on..... (date, month, year of issue of notice). The Suspension shall be for a period of.....(not exceeding four months depending on the corrective action(s)).

Upon expiry of the suspension period (name of the Education and Training Provider) shall submit an application for evaluation of the (name of programme). Where the Authority, after carrying out an evaluation of the programme is not satisfied with the progress made to comply with the conditions of the Authority, it shall issue a Revocation Certificate of Programme Accreditation to the(name of the Education and Training Provider).

.....
Chairperson SQA Board

.....
Chief Executive Officer SQA

.....(date, month, year)



Definitions

Certificate Revocation is permanent termination of the certificate's validity before the expiry date indicated in the certificate

Certificate Suspension is an action that makes a certificate invalid from the moment of suspension. As per subregulation (2) of the National Qualifications Framework Regulations, the notice shall be for a period not exceeding six months. During the suspension but before the revocation, the certificate can be reactivated and made valid again.

Annexure 7 - Notice of Revocation of Certificate of Programme Accreditation

SEYCHELLES QUALIFICATIONS AUTHORITY

	NOTICE OF REVOCATION FOR PROGRAMME ACCREDITATION	Issue Number	
		Issue Date:	

The.....(*name of the Education and Training Provider*)
 is hereby notified that the accreditation status of the
(*name of learning programme*) effective from the
 (*date*) day of (*month*) (*year*) to
 the..... (*date*) day of (*month*) (*year*) shall be
 revoked by the Seychelles Qualifications Authority, by virtue of the authority vested
 in it through the Seychelles Qualifications Authority Act of 2021.

The notice of revocation is issued by the Authority after carrying out an evaluation of
 the programme for which the Certificate of Programme Accreditation has been
 suspended, and is not satisfied with the progress made to comply with the conditions
 as established by the Suspension Certificate of Programme Accreditation issued on
(*date, month, year*).

The notice of revocation shall be for a period of
 (a period not exceeding three months) to enable the
(*name of the Education and Training Provider*)
 to comply with the accreditation requirements and conditions.

.....
Chairperson SQA Board

.....
Chief Executive Officer SQA

.....(*date, month, year*)



Annexure 8 - Revocation of Certificate of Programme Accreditation

SEYCHELLES QUALIFICATIONS AUTHORITY

Certificate of Revocation

Certificate No:

Date of issue:

This is to certify that by virtue of the authority vested in it through the Seychelles Qualifications Authority Act of 2021, the Certificate of Programme Accreditation for the (name of learning programme) issued on (date, month, year of issue) for a period of..... (duration of certificate) has been revoked by the Authority with effect on (date, month, year) on the grounds that The (name of the Education and Training Provider) has failed to comply with the requirements as established by the Certificate of Suspension of Programme Accreditation issued on(date, month, year).

The (name of the Education and Training Provider) shall cease all operations pertaining to the (name of learning programme) effective..... (date, month, year) until it reapplies for accreditation of the programme once accreditation requirements have been complied with.

.....
Chairperson SQA Board

.....
Chief Executive Officer SQA

.....(date, month, year)



See Overleaf

Definitions

Certificate Revocation is permanent termination of the certificate's validity before the expiry date indicated in the certificate

Certificate Suspension is an action that makes a certificate invalid from the moment of suspension. As per sub regulation (2) of the National Qualifications Framework Regulations, the notice shall be for a period not exceeding six months. During the suspension but before the revocation, the certificate can be reactivated and made valid again.

MADE this 31st day of January, 2025.

**JUSTIN VALENTIN
MINSTER OF EDUCATION**
