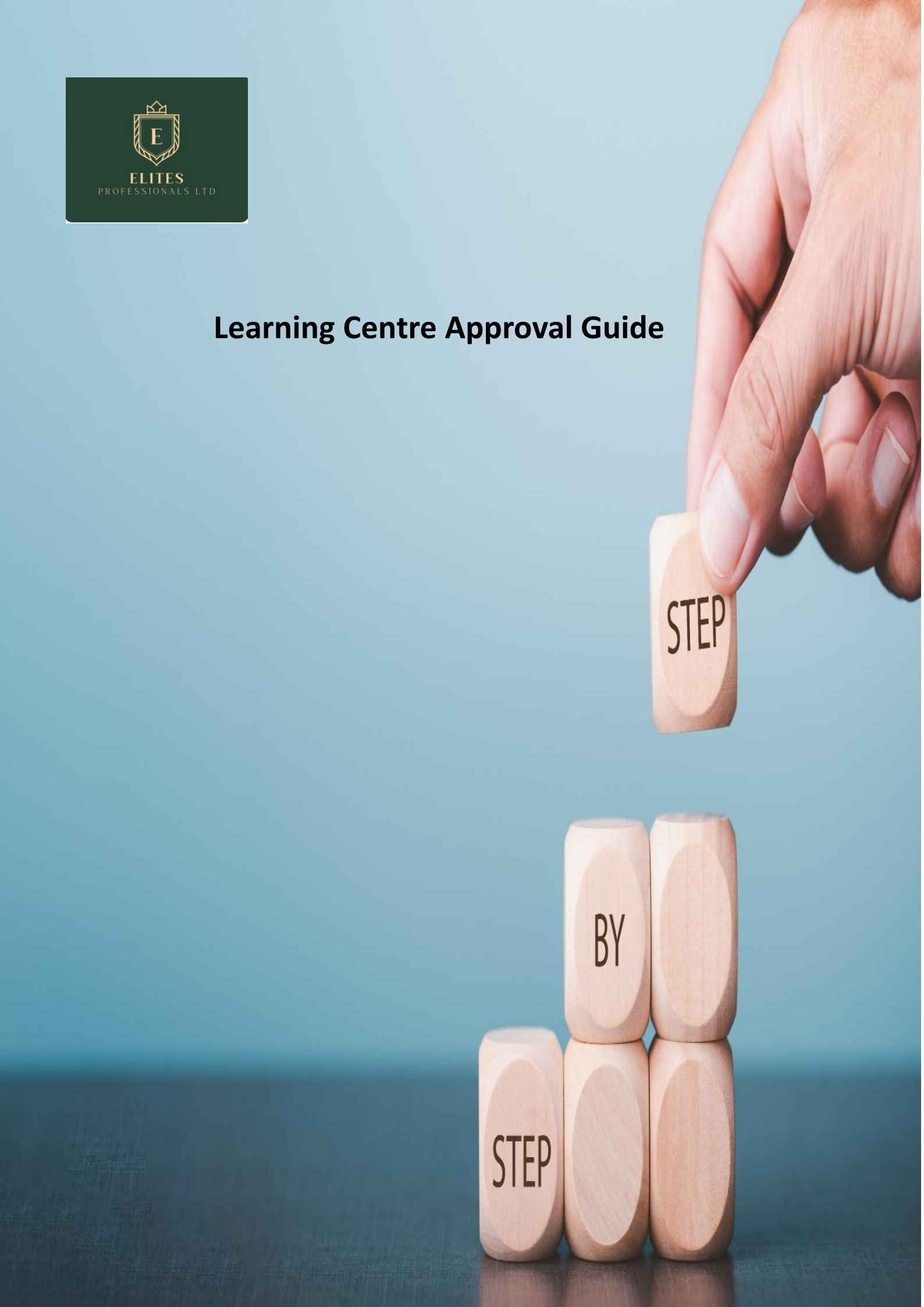
ELITES
PROFESSIONALS LTD

Learning Centre Approval Guide



Contents

Introduction 2
Purpose of Accreditation 2
Eligibility Criteria 2
Infrastructure Requirements 2
Approved Delivery Standards 2
Quality Assurance 3
Student Support Services 3
Compliance and Monitoring 3
Ethics and Conduct 3
Approval Process 3
Accreditation Fees 4
Review and Renewal 4
Contact 4

Introduction

This learning centre guide has been developed by Elites Professionals Ltd in its capacity to act as the Regional Office for the Business Society of Commerce (BSC) across Mauritius and the Southern African region.

The purpose of this document is to set out the standards, requirements and operational expectations for institutions seeking approval as accredited learning centres offering BSC programmes.

This guide is intended to ensure consistency, academic integrity and high-quality delivery across all approved centres.

Purpose of Accreditation

Accreditation as a BSC Learning Centre is granted to institutions that demonstrate:

- Academic capability through qualified teaching staffs
- Adequate governance and administrative structures
- Suitable learning facilities and student support systems
- Commitment to maintain professional and ethical standards

Eligibility Criteria

In order to be considered for approval, institutions must:

- Be legally registered within their jurisdiction
- Demonstrate financial stability and sustainability
- Employ suitably qualified lecturers with relevant academic and/or professional credentials

Infrastructure Requirements

Learning centres must have:

- Adequate classroom space conducive to learning
- Reliable internet access and digital learning support
- Administrative office facilities
- Access to digital learning resources
- Examination-ready facilities where applicable

Approved Delivery Standards

Approved centres are expected to:

- Deliver programmes in accordance with BSC syllabus and guidelines
- Ensure lesson plans are structured and outcomes-based

- Conduct regular assessments and feedback sessions
- Support Student progression and performance tracking

Quality Assurance

Learning centres must implement internal quality assurance systems including:

- Regular internal audit of teaching and assessment
- Student feedback mechanism
- Continuous professional development (CPD) for lecturers
- Compliance with regional office monitoring visits

Student Support Services

Approved centres must provide:

- Academic counselling and mentoring
- Access to learning materials and revision support
- Examination guidance and preparation support
- Administrative support for enrolments and records

Compliance and Monitoring

The Regional Office reserves the right to:

- Conduct scheduled and unscheduled inspections
- Request academic and administrative records
- Suspend or withdraw accreditation for non-compliance

Ethics and Conduct

All learning centres must adhere to:

- Ethical teaching practices
- Fair treatment of students
- Zero tolerance for academic dishonesty
- Professional conduct at all times

Approval Process

The approval process includes:

1. Submission of Application pack and supporting documents

2. Initial desk review by the Regional Office

3. On-site inspection

4. Evaluation report and recommendation

5. Final Decision

The Regional Office reserves the right to decline recommendation and approval to institutions that have submitted unsuitable and/or incomplete applications. It is the responsibility of the institution to demonstrate that it has met all the requirements. If your application is unsuccessful, the Regional Office shall detail the reasons and provide recommendations for improvement.

Accreditation Fees

A fee of USD 1,000 must be paid to the Regional Office as follows:

1. USD 500 **(non-refundable, evaluation fee)** at the time of application.

2. USD 500 at the time of approval.

The annual renewal fee is USD 500.

The fees are subject to changes at the discretion of the Regional Office.

Review and Renewal

Accreditation is subject to annual review. Learning centres must apply for renewal in accordance with Regional Timelines and requirements.

Contact

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