



BOTSWANA
Qualifications Authority

GUIDE FOR TRANSITION TO BOTSWANA QUALIFICATIONS AUTHORITY REGULATIONS, 2016

"Building a Seamless Education and Training System"

1.0 INTRODUCTION

The Authority has developed this Transition Guide to assist Education and Training Providers (ETPs), Awarding Bodies, Assessors and Moderators, Trainers and all other stakeholders to understand the transition into the new regulatory framework. The requirements of the new regulations are detailed in the criteria and guidelines documents (i.e. Quality Assurance Standards) developed by the Authority to operationalise the new regulations. It is the responsibility of stakeholders to ensure that they fully acquaint themselves with the new requirements. A correlation matrix has also been developed to highlight significant changes between the old and new regulations.

1.1 BACKGROUND INFORMATION

The Botswana Qualifications Authority (BQA) is a parastatal in the Ministry of Tertiary Education, Research, Science and Technology established by the Botswana Qualifications Authority Act, No 24 of 2013.

The BQA Act No. 24 of 2013 established the Botswana Qualifications Authority as a regulatory body to provide for the design, development, implementation and maintenance of the overarching National Credit and Qualifications Framework (NCQF). It also encompasses the coordination of a common quality assurance platform for education, training and skills development system for all qualifications. This is geared towards developing, implementing and coordinating a seamless quality Education and Training System.

1.2 REGULATIONS GAZETTED

Botswana Qualifications Authority gazetted Regulations:

1. Botswana Qualifications Authority (Fees) Regulations, 2016
2. Botswana Qualifications Authority (Registration and Accreditation of Assessors and Moderators) Regulations , 2016
3. Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations , 2016
4. Botswana Qualifications Authority(Accreditation of Learning Programmes) Regulations , 2016
5. Botswana Qualifications Authority(National Credit and Qualifications Framework) Regulations , 2016

1.3 SERVICE PROVISION RESUMES 4th January 2017

The Authority, effective January 2017, resume provision of the following services:

1. Receipt of applications for registration and accreditation of Education and Training Providers in the Technical and Vocational Education and Training (TVET) and Higher Education (HE) Sub-systems.
2. Receipt of applications for accreditation of learning programmes.
3. Receipt of applications for registration and accreditation of assessors and moderators.
4. Receipt of applications for evaluation of qualifications
5. Capacity building services

2.0 NEW APPLICATIONS

2.1 REGISTRATION AND ACCREDITATION OF ETPs IN THE TECHNICAL & VOCATIONAL EDUCATION AND TRAINING (TVET) AND HIGHER EDUCATION (HE) SUB-SECTORS.

- a) All new applications received from 4th January 2017 will be processed against the requirements of the new regulations.
- b) The applications shall be in accordance with the *QAS1 – Criteria and Guidelines for Registration and Accreditation of ETPs* developed by the Authority, and shall be processed using the new procedures, instruments and tools.
- c) Within 12 months of registration and accreditation, the ETP shall submit learning programmes for accreditation, failing which its registration and accreditation shall be revoked.

2.2 REGISTRATION AND ACCREDITATION OF ETPs IN THE GENERAL EDUCATION (GE) SUB-SECTOR

- a) The Authority's regulatory function of registering and accrediting ETPs in the GE sub-system will commence upon transfer of this quality assurance role from the Ministry of Basic Education.
- b) Commencement date of the quality assurance in the GE sub- system will be communicated to all stakeholders in due course.

2.3 REGISTRATION OF QUALIFICATIONS ON THE NATIONAL CREDIT AND QUALIFICATIONS FRAMEWORK

- a) All qualifications that are to be awarded shall first be registered on the National Credit and Qualifications Framework (NCQF).
- b) Applications for registration of qualifications shall be made in a prescribed form and be in accordance with the QAS6 – *Criteria and Guidelines for Registration of Qualifications* developed by the Authority.

2.4 ACCREDITATION OF LEARNING PROGRAMMES

- a) All applications received from 4th January 2017 will be processed against the requirements of the new regulations.
- b) All learning programmes at any level, including short programmes that lead to qualifications, must be accredited by the Authority prior to being offered. ETPs should include among other things in the application for learning programme accreditation, Evaluation of Qualifications Reports for teacher (s) for validation and verification of their suitability to teach the programme and level.
- c) Applications for accreditation of a learning programme shall be made in a prescribed form and be in accordance with the QAS 3 – *Criteria and Guidelines for Accreditation of Learning Programmes* developed by the Authority.
- d) Accreditation of a learning programme shall be based on the requirements of the NCQF.

- e) The qualification that the learning programme leads to should already be registered on the framework for the learning programme to be accredited. Therefore, it is the responsibility of the ETP to ensure the existence of the qualification on the framework prior to application.

2.5 REGISTRATION AND ACCREDITATION OF ASSESORS AND MODERATORS

- a) All applications received from 4th January 2017 will be processed against the requirements of the new regulations.
- b) The applications shall be in accordance with the *QAS5 – Criteria and Guidelines for Registration and Accreditation of Assessors and Moderators* developed by the Authority, and shall be processed using the new procedures, instruments and tools.

3.0 EXISTING CLIENTS

3.1 Education and Training Providers (ETPs)

- a) All registered/accredited ETPs shall, within 12 months of the coming into operation of the new regulations (i.e. by 31st December 2017), comply with the provisions of these regulations. Therefore, ETPs are advised to, with immediate effect, start implementing the necessary changes to align to the new regulatory framework. This should culminate in submission of an application for registration and accreditation as an ETP within the stipulated transition period of 12 months.
- b) The application shall be in accordance with the *QAS1 – Criteria and Guidelines for Registration and Accreditation of ETPs* developed by the Authority, and shall be processed using the new procedures, instruments and tools.
- c) ETPs whose registration and/or accreditation is due to expire during the 12 months transition period (i.e. from 1st January 2017 up to December 2017), and wish to remain registered and accredited, will have the validity of their registration and/or accreditation extended up to December 2017 to allow them to transit smoothly. The extension will be on condition that the ETP submits an application for registration and accreditation under the new regulations.

- d) ETPs shall, within 12 months of their registration and accreditation under the new regulations, apply for learning programmes' accreditation with the Authority, failing which their registration and accreditation shall be revoked. The accreditation of a learning programme shall be based on the requirements of the NCQF.
- e) Learners enrolled in approved/accredited learning programmes leading to qualifications that commenced before the coming into effect of the new regulations shall complete their studies (will be taught out), provided the Registration and Accreditation of the ETP under the old system is valid. No new enrolments will be made into programmes that have been phased out after 12 months have elapsed since registration of the ETP under the new regulations.

3.2 ASSESSORS

- a) All Assessors who, at the coming into operation of these regulations, are registered and accredited with the Authority shall continue to practise until the expiration of their certificate.
- b) Assessors who wish to continue practising after expiration of their certificate shall apply to the Authority for registration and accreditation.
- c) The application shall be in accordance with the *QAS5 – Criteria and Guidelines for Registration and Accreditation of Assessors and Moderators* developed by the Authority, and shall be processed using the new procedures, instruments and tools.

3.3 TRAINERS

- a) All Trainers who, at the coming into operation of these regulations, are registered and accredited with the Authority shall continue to practise until the expiration of their certificate.
- b) Trainers who wish to continue practising after expiration of their certificate will not be registered and accredited. However, they will still be assessed as a key resource when the Authority evaluates applications for accreditation of learning programmes. ETPs should include in the application for learning programme accreditation, Evaluation of Qualifications Reports for teacher/trainer (s) to facilitate validation and verification of their suitability to teach the programme and level.

4.0 MIGRATION OF QUALIFICATIONS INTO THE NCQF

ETPs/Awarding Bodies/developers must ensure that all existing qualifications are aligned to the NCQF requirements during the transition period. These shall then be submitted to the Authority for registration.

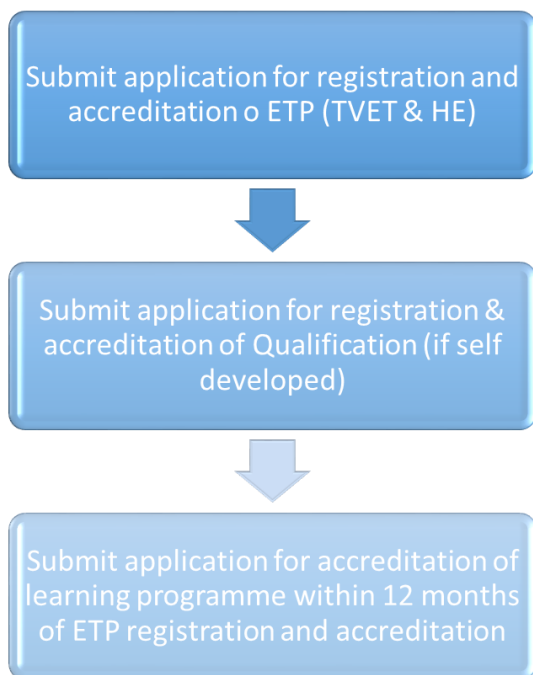
5.0 FEES

- a)** The fees payable for the above services shall be as specified in the Botswana Qualifications Authority (Fees) Regulations, 2016.
- b)** Method of payment can be through cash, bank cheque, bank draft, bank deposits, point of sale and electronic funds transfer.

6.0 SHORT COURSES

- a)** The Authority shall approve/ give recognition to short courses that do not lead to qualifications registered on the NCQF and not accredit them as it was the case in the old system. The approval of the short courses will be in accordance with the Criteria for Approval of Short Courses (Non Credit bearing). Short courses which were accredited in the old system will continue to be offered until they expire.
- b)** ETPs who wish to continue offering short courses after expiration and shall apply to the Authority for approval or recognition of the courses. Only short courses which have been approved by the Authority will be eligible for Human Resource Development Fund claims.

7.0 PROCESS OVERVIEW



CORRELATION MATRIX BETWEEN OLD AND NEW SYSTEM

1. General Education (GE) Subsystem		
	Legacy system	New system
Framework	No framework was in place	National Credit and Qualifications Framework (NCQF) <ul style="list-style-type: none"> - Qualifications developed by ETPs, Awarding Bodies and other developers shall be registered on the NCQF according to the NCQF Classification System and level descriptors - Qualifications registered on the NCQF shall be awarded by a registered and accredited ETP
Act and Regulations	Education Act	Botswana Qualifications Authority Act, No. 24 of 2013 Botswana Qualifications Authority (National Credit and Qualifications Framework) Regulations, 2016 Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016 Botswana Qualifications Authority (Accreditation of Learning Programmes) Regulations, 2016 Botswana Qualifications Authority (Registration and Accreditation of Assessors and Moderators) Regulations, 2016
Quality Assurance processes	The quality assurance of GE Education and Training Providers was the sole responsibility of the MoESD.	Quality assurance of all ETPs in the GE subsystem will be coordinated by BQA. All the ETPs in this subsystem will therefore be new applicants for registration and accreditation of ETPs, accreditation of Learning Programmes, and Registration and Accreditation of Assessors and Moderators.
2. Technical Vocational Education and Training (TVET) Subsystem		
	Legacy system	New system
Framework	Botswana National Vocational Qualifications Framework (BNVQF) <ul style="list-style-type: none"> - Vocational qualifications developed by SSTFs were registered on the BNVQF according to the BNVQF Classification System and level descriptors - Vocational qualifications registered on the BNVQF were awarded by a 	National Credit and Qualifications Framework <ul style="list-style-type: none"> - Qualifications developed by ETPs, Awarding Bodies and other developers shall be registered on the NCQF according to the NCQF Classification System and level descriptors - Qualifications registered on the NCQF shall be awarded by a registered and accredited ETP

	registered and accredited Vocational Training Institutions.	
Act and Regulations	Vocational Training Act, No 22 of 1998	Botswana Qualifications Authority Act, No. 24 of 2013
	Accreditation of Vocational Training Institutions Regulations, 2010	Botswana Qualifications Authority (National Credit Qualifications Framework) Regulations, 2016
		Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016
		Botswana Qualifications Authority (Accreditation of Learning Programmes) Regulations, 2016
Botswana Training Authority (Accreditation and Registration Trainers and Assessors) Regulations, 2004	Botswana Qualifications Authority (Registration and Accreditation of Assessors and Moderators) Regulations, 2016	
Quality Assurance Process	Accreditation of Institutions: Institutions were accredited to offer programmes / training services.	Registration and Accreditation of Education and Training Providers: ETP to be registered and accredited and given a scope of accreditation Cannot offer learning programmes until the programmes have been accredited
		Accreditation of Learning Programmes: applies for programmes within the scope granted at ETP R&A
	Institutional audits - Conducted by BQA officials	Institutional audits - Conducted by a team of experts appointed by BQA - ETPs have to prepare self-evaluation report prior the audit
		Renewal of Registration and Accreditation of ETP - Upon expiry ETP applies and validation conducted.
	Renewal of Accreditation - Renewal of accreditation audit was conducted to inform renewal. No validation and/or re-submission was required	Renewal of Accreditation of learning programmes - Programmes are re- evaluated
Registration and accreditation of trainers and assessors - All trainers and assessors had to be accredited.	Registration and accreditation of Assessors and moderators - Assessors and moderators have to be accredited - Trainers will be assessed as a key resource during learning programme accreditation	

3. Higher Education (HE) Subsystem		
	Legacy system	New system
Framework	No framework was in place	National Credit and Qualifications Framework (NCQF) <ul style="list-style-type: none"> - Qualifications developed by ETPs, Awarding Bodies and other developers shall be registered on the NCQF according to the NCQF Classification System and level descriptors - Qualifications registered on the NCQF shall be awarded by a registered and accredited ETP
Act and Regulations	Tertiary Education Act, No 4 of 1999	Botswana Qualifications Authority Act, No. 24 of 2013
		Botswana Qualifications Authority (National Credit Qualifications Framework) Regulations, 2016
	The Registration of Private Tertiary Institutions Regulations, 2004 Registration of Operating Private and Public Tertiary Institutions Regulations 2005	Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016
	Accreditation of Private Tertiary Institutions Regulations 2008	Botswana Qualifications Authority (Accreditation of Learning programmes) Regulations, 2016
Quality Assurance Process	Letter of Interim Authority: allowed institution to <ul style="list-style-type: none"> - Set up governing body - Commence or continue to develop learning facilities - Commence or continue assembling academic resources - Advertise programme of instruction - Admit learners 	Registration and Accreditation of Education and Training Providers
	Accreditation of programmes – only for private institutions	
	Institutional Audits - conducted at HE public institutions only	Institutional Audits – all HE ETPs will be audited