

**Checklist for Qualification Completeness
(Verification by Qualification Developer and BQA Customer Service)**

DNCQF.FDMD.P01.F03

Issue No.: 01

Column (i) should be completed by the Qualification Developer following Internal Verification prior to submission to BQA; and Column (ii) should be completed by BQA Customer Service on receipt of application.

Internal Verification and BQA Customer Service					
Qualification / Part-qualification Title:		Column (i)		Column (ii)	
		Qualification Developer - Internal Verification		BQA Customer Services - Admin check	
		Criterion met?		Complete?	
Criterion	Requirement	Yes	No	Yes	No
1	Qualification Developer identified	<i>These criteria met at Pre-approval stage</i>			
2	Justification and evidence of need				
3	Stakeholder support				
4	Qualification profile pre-approved				
	Qualification profile and pre-approval decision				
5	Title				
6	Field and sub-field				
7	Level				
8	Sub-framework				
9	Qualification Type				
10	Credit value				
11	Rationale and Purpose of the Qualification				
12	Entry Requirements (including access and inclusion)				
13	Graduate Profile (Learning outcomes)				
14	Assessment Criteria				
15	Qualification Structure (Fundamental, Core and Elective components indicated)				
16	Moderation Arrangements				
17	Recognition of Prior Learning (if applicable)				
18	Progression Pathways (learning and employment)				
19	Qualification Award and Certification				
20	Regional and International Comparability				
21	Review Period				
22	General Design requirements met				
23	Classification and coding	<i>to be completed by BQA</i>			

Action Log

	Action taken	Person responsible	Position	Signature	Date
QD Internal Verification	Submitted to BQA CS				
	Received application from QD				
BQA Customer Service	Returned to QD for completion				
	Passed to BQA ERD for ID allocation.				
BQA Education Records	Passed to FDM for QA				



BOTSWANA
Qualifications Authority

**Checklist for Qualification Completeness
(Verification by Qualification Developer and BQA Customer Service)**

DNCQF.FDMD.P02.F01

Issue No.: 01

	(Verification/Audit and Validation)				
--	-------------------------------------	--	--	--	--