



BOTSWANA
Qualifications Authority

Building a seamless Education and Training System



DQA.IAD.GD03

Issue No:01

MIGRATION CHECKLISTS FOR EXISTING ETPs

(TVET CONVENTIONAL)



Building a seamless Education and Training System

MIGRATION CHECKLISTS FOR EXISTING ETPs (TVET CONVENTIONAL)

DQA.IAD.GD02

Issue No: 01

Location (district, village/town/city):	<input type="text"/>		
Satellite (where applicable):	<input type="text"/>		
Name of Contact Officer:	<input type="text"/>		
Job Title:	<input type="text"/>		
Email:	<input type="text"/>	Tel:	<input type="text"/>
Cell:	<input type="text"/>	Fax:	<input type="text"/>

Quality Area and Criteria	Typical Evidence	Applicability	✓ / X
			✓ = availed X = not availed
1. Legal status and name	1.1 Certificate of incorporation/trading license/empowering legislation/deed of trust, etc. (provide trading name where applicable)	Applicable	
	1.2 Appropriate name of the proposed ETP	Applicable	
2. Ownership	2.1 Name(s) of person(s) legally and financially responsible for the proposed ETP	Applicable	
	2.2 Affidavits that the owner has not been convicted of a criminal offence, become insolvent or bankrupt or has been rehabilitated of insolvency, and that he/she has not been a director of an ETP which had its registration and accreditation revoked in the last 3 years.	Applicable	
3. Vision, mission and strategic planning	3.1 Document outlining the strategic direction of the ETP	Applicable <i>(should be aligned to scope)</i>	
4. Governance of the ETP	4.1 Document with information on governance structures inclusive of student representative body	Applicable	
	4.2 CVs of board members	Applicable	
	4.3 Declaration of Interest	Applicable	



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5. Management of the ETP	5.1 Organogram	Applicable	
	5.2 Job descriptions of management roles	Applicable	
	5.3 CVs of Management team	Applicable	
6. Scope of accreditation	6.1 Define in terms of fields and levels as reflected in NCQF(where applicable)	Applicable	
7. Quality Management	7.1 Quality Manual or equivalent	Applicable	
8. Records Management System	8.1 Record Management Policy	Applicable	
9. Financial viability and management	9.1 Financial Management Policy	Applicable	
	9.2 Local bank account	Applicable	
	9.3 Financial Plans and projections	Applicable	
	9.4 Learner Fees structure (where applicable)	Applicable	
	9.5 Trust Fund		
10. Human Resources	10.1 Human Resources policies 10.1.1 Recruitment and Selection 10.2.2 Performance management 10.3.3 Training and Development 10.4.4 Conditions of Service	Applicable	
	10.2 Organisational structure with clear roles and responsibility	Applicable	
	10.3 Commitment to Registration and Accreditation of assessors and moderators (where applicable)	Applicable	
	10.4 Proposed Qualifications for teaching staff and the learning programmes to be taught	Not Applicable	
	10.5 Staff to learner ratios as per learning programmes	Applicable	
	11. Physical Resources	11.1 Evidence of compliance with Local Authority's zoning requirements	Applicable
11.2 Compliance with regulations for health and safety		Applicable	
11.3 Certified copies of land or property certificates/ title deed / lease		Applicable	
12. Safety, Health and Environment	12.1 Safety, Health and Environment policy	Applicable	



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13. Admissions, Access and Equity	13.1 Admission and enrolment policy	Applicable	
	13.2 Information on total courses costs and other financial commitments	Applicable	
14. Protection of enrolled learners	14.1 Protection of enrolled learners policy	Applicable	
15. Learning programme development and delivery	15.1 Policies on learning programme, development and delivery	Applicable	
16. Work placement / internship	17.1 Policies and systems for coordination of workplace learning, internship and other work experience programmes.	Applicable	
17. Assessment and moderation	17.1 Assessment and moderation policy	Applicable	
	17.2 Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) Policies .	Applicable	
	17.3 system to enable the efficient and confidential reporting of credit to BQA National Learner Record Database	Applicable	
18. Learning support services	18.1 Disciplinary policy	Applicable	
	18.1 Whistle blowing policy	Applicable	
	18.3 Prospectus/handbook/brochure	Applicable	
	18.4 Documentation on communication and consultation with learners pertaining to issues affecting them	Applicable	
	18.5 Policy on international students enrolment (where applicable)	Applicable	
19. Research	9.1 Research Policy that includes ethical principles of research	Applicable	
	19.2 Systems and strategies for implementation and support for research		
	19.3 Mechanisms for quality assurance of research conduct		
20. Internationalisation	20.1 Internationalisation Policy	Applicable (Level 6-10)	
21. Corporate Social Responsibility	21.1 Policy on community engagement	Applicable	
	21.2 Budget allocation for community engagement System for monitoring and review of social responsibility initiatives.	Applicable	



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For Official use by BQA

Application **checked by:** _____

Signature _____ Date: _____

Application **Complete**

Recommendation: **Referred to Accounts for payment**

Application **Incomplete**

Recommendation: **Return application to client**

Return application to client

Date sent: _____

Contact Person: _____

Time: _____ Phone/mobile: _____

Reference: . _____

Physical address: _____

Mail address: _____

email Address: _____