



**BOTSWANA**  
Qualifications Authority

Building a seamless Education and Training System



DQA.IAD.GD03

Issue No:01

# MIGRATION CHECKLISTS FOR EXISTING ETPs

## (TVET WORKPLACES)



Building a seamless Education and Training System

**MIGRATION CHECKLISTS FOR EXISTING ETPs (TVET WORKPLACES)**

DQA.IAD.GD03

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
<b>1. Legal status and name</b>	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	Not Applicable	
<b>2. Ownership</b>	2.1 Name(s) of person(s) legally and financially responsible for the 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	
<b>3. Vision, mission and strategic planning</b>	3.1 Document outlining the strategic direction of the ETP	Applicable <i>(should be aligned to scope)</i>	



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<b>4. Governance of the ETP</b>	4.1 Document with information on governance structure	Applicable	
	4.2 CVs of board members(where applicable)	Applicable	
	4.3 Declaration of Interest		
<b>5. Management of the ETP</b>	5.1 Organogram	Applicable	
	5.2 Job descriptions of management roles	Applicable	
	5.3 CVs of Management team	Applicable	
	5.4 Whistle blowing policy	Applicable	
<b>6. Scope of accreditation</b>	6.1 Define in terms of fields and levels as reflected in NCQF(where applicable)	Applicable	
<b>7. Quality Management</b>	7.1 Quality Manual or equivalent	Applicable	
<b>8. Records Management System</b>	8.1 Record Management Policy	Applicable	
<b>9. Financial viability and management</b>	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	
<b>10. Human Resources</b>	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 Servic	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	



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DQA.IAD.GD03

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<b>11. Physical Resources</b>	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	
<b>12. Safety, Health and Environment</b>	12.1 Safety, Health and Environment policy	Applicable	
<b>13. Admissions, Access and Equity</b>	13.1 Admission and enrolment policy	Applicable	
	13.2 Information on total courses costs and other financial commitments	Applicable	
<b>14. Learning programme development, and evaluation</b>	14.1 Policies on learning programme, development and evaluation	Applicable	
<b>15. Assessment and Moderation</b>	15.1 Assessment and moderation policy	Applicable	
	15.2 Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) Policies	Applicable	
	15.3 System to enable the efficient and confidential reporting of credit to BQA National Learner Record Database (where applicable)	Applicable	
<b>16. Learning support services</b>	16.1 Disciplinary policy	Applicable	
	16.2 Prospectus/handbook/brochure	Applicable	
	16.3 Documentation on communication and consultation with learners pertaining to issues affecting them	Applicable	
	16.4 Policy on international students enrolment (where applicable)	Applicable	
<b>17. Corporate Social Responsibility</b>	17.1 Policy on community engagement	Applicable	
	17.2 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: