



"Building a seamless Education and Training System"



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# EVALUATION OF QUALIFICATIONS

## Introduction

“**Evaluation of qualifications**” means the process followed by Botswana Qualifications Authority to verify the authenticity of local and external qualifications and to compare external qualifications with Botswana qualifications. It is a process of analyzing external qualifications in terms of their country-of-origin contexts and points of difference and/or similarity in relation to local qualifications and contexts. The process leads to recommendations which inform the process of recognition. Recognition is the formal acceptance of the appropriateness of a qualification (mostly external) for a specific purpose.

### Evaluation of qualifications for external qualifications is a twin process covering:

- i. **Verification:** process of authenticating the status of awarding body and the qualifications offered by them, as well as investigating the authenticity of qualification documentation.
- ii. **Comparability:** Process which entails comparing external qualifications with local qualifications.

For local qualifications, the process involves verification only, as explained above.

In addition to the sub processes explained above, the evaluation of qualifications process may be used to determine the equivalence of registered qualifications in the same Field or Subfield of learning.

A ‘Qualification’ means formal certification that a learner has successfully achieved learning outcomes and/or competences relevant to identified individual, professional, industry or community needs. This therefore means the BQA evaluates qualifications award to learners after completion of their studies. Qualifications that are evaluated include those that have been acquired through formal, non-formal or informal training.

The evaluation of qualifications does not indicate the competencies which the qualification holder has. However, during the evaluation process, the level descriptors and the qualification descriptors detailing broad knowledge, skills and competencies for a particular qualification are used to compare the qualification being evaluated, with a local qualification in this new landscape, NCQF qualifications. This implies that BQA cannot determine suitability of an applicant’s qualifications for specific employment because that is an output of job analysis which an employing organization should embark on. It is only through job analysis that the job description and job specifications could be explored in order to determine the suitability of a qualification holder to be placed in certain jobs as this is not done in BQA.

The work experience of qualification holder is of no significance to the evaluation of qualification process. Notwithstanding this, work experience is fundamental in the Recognition of Prior Learning (RPL) process and RPL may lead to the award of a qualification which can then be subjected to the process of evaluation of qualifications.

The Authority does not evaluate the following documents because they are not qualifications:

- Transcript (Academic record) of incomplete studies
- Letter of attestation outlining the applicant’s competencies.
- Certificate of attendance of a short programme which does not lead to a registered part qualification, whether the course was accredited or is approved.
- Certificate of completion of a self-developed learning programme which does not lead to a registered part qualification.
- Certificates awarded by winning a competition in a particular sporting activity

- Certificate of service rendered by an employee to an organization
- Professional licenses to operate in different fields or industries
- Curriculum vitae or resume
- Reference letter

Unlike the Assessor and Moderator Registration and Accreditation, the evaluation of qualifications report does not outline the scope which one could practice in but communication on the National Credit and Qualifications Framework as well as the authenticity of the qualification. Based on all the evidence gathered during the evaluation process, the evaluation report communicates the recognition status of a evaluated qualification. Evaluation of qualifications is not a replacement of Trainer Registration and Accreditation.

However, ETPs submitting applications for registration and accreditation of a learning programme, are required to include evaluation of qualifications reports of teachers, assessors and moderators.