

EVALUATION OF QUALIFICATIONS APPLICATION GUIDE

Block 7, Plot 66450 Private Bag BO 340, Gaborone, Botswana
TEL: +267 365 7200 **FAX:** +267 395 2301
E-mail: customerservice@bqa.org.bw
Website: www.bqa.org.bw
Toll Free Line: 0800 600 934

SMS: (+267) 75671114
Twitter: @BQA_BWUpdates,
Facebook: BotswanaQualificationsAuthority, bqa
Skype : BQA_Botswana Qualifications Authority

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Please read the guide and application form carefully before starting the application process.

1. About the Evaluation of Qualifications Application Guide

- 1.1 The guide contains important information to help the applicant, in applying for evaluation of their qualification (local or external). The information must be read carefully when completing the application form.
- 1.2 Where information is omitted, BQA will defer the application for 30 days, at the lapse of which, no further work will be done on it and there will be no refund.
- 1.3 Where application fees are not paid, the application will be terminated within 24 hours.

2. Privacy Statement

- 2.1 BQA may need to disclose information about the applicant to relevant education and training providers, other persons, or organizations with the consent of the applicant.
- 2.2 If the documents submitted with the application are suspected to have been forged, false, or altered, an evaluation report will be issued. The issue and any relevant documents will be referred to the relevant authorities for further investigation.

3. Evaluating Qualifications

- 3.1 The purpose of the evaluation of qualifications is to confirm their authenticity and compare external qualifications with the National Credit and Qualifications Framework (NCQF) qualifications and issue recognition decisions.
- 3.2 Who should apply for qualifications to be evaluated?

People may need their qualifications to be evaluated for the following purposes:

 - Employment
 - Further studies
 - Registration with a professional body
 - Immigration and/or
 - Other
- 3.3 BQA does not evaluate the following:
 - 3.3.1 Incomplete qualifications or qualifications that are being read at the time of application.

- 3.3.2 Short courses.
- 3.3.3 Qualifications issued by awarding bodies that are not officially recognized or accredited according to the relevant provisions of the country of origin.
- 3.3.4 In-service training, workshops, or seminars' certificates.

4. Documentation Requirements

- 4.1 Verification information of the qualification sent directly to BQA from the awarding body.
- 4.2 Certified true copies of complete and legible documents, preferably by an awarding body, Commissioner of Oaths, or Diplomatic office representing the country of origin of the qualification holder are acceptable. BQA reserves the right to request original documents.
- 4.3 All copies submitted to BQA will be retained for record-keeping purposes and original qualification documents that may have been submitted will be returned to the applicant.
- 4.4 Qualification documents (such as certificates, letters of award, and academic records/transcripts) in foreign languages must be accompanied by original sworn translations into English.
 - 4.4.1 The translation must be on official letterhead and bear the signature of the translator.
 - 4.4.2 The translation must not be prepared by interested parties (e.g., the applicant or any person interested in the outcome of the application).
 - 4.4.3 The translation costs are the applicant's responsibility.
- 4.5 The following certified true copies are required:
 - 4.5.1 Certificate of qualification to be evaluated. If this is not available, an official statement/letter of award (issued by the awarding body) confirming completion of all the requirements for the award of that qualification.
 - 4.5.2 Certified copies of complete and legible academic records/transcripts/subject lists or Degree/Diploma supplement for the qualification to be evaluated.

- 4.5.3 A certified copy of the qualification Certificate and official Transcript/Learner record for the qualification preceding the one to be evaluated (the qualification which enabled you admission to the one to be evaluated).
- 4.5.4 Identity document; National Identity (Oman) or birth certificate for children under the age of 16 for citizens or passport for non-citizens.
- 4.5.5 Legal document showing a change of name, where applicable (e.g., marriage certificate).
- 4.5.6 Where an applicant's academic documents and identity document bears different names (e.g., middle names), an affidavit is required.

5. Further Important Information

5.1 Verification of qualifications and fees

- 5.1.1 Verification of qualifications to be evaluated should be sourced from the awarding body by the applicant, prior to submission of the application for evaluation of qualifications. The verification information should be sent by the awarding body directly to BQA at verifications@bqa.org.bw
- 5.1.2 Some institutions charge fees for verifying documents, the costs of verification will be borne by the applicant.
- 5.1.3 BQA will verify all qualifications for authenticity and the status of an awarding body. This involves contacting the institutions that awarded the qualification or other organizations (third party).

5.2 Timeframe for Evaluation

An application will take thirty (30) working days from the date BQA receives all required information.

5.3 Appeal of evaluation outcome

- 5.3.1 If the applicant is not satisfied with the evaluation outcome, they may appeal in accordance with the BQA Appeals Procedure.

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5.3.2 The BQA appeals policy is available at the BQA offices.

5.4 The evaluation of the qualifications report

5.4.1 The evaluation of the qualification report remains the property of BQA.

5.4.2 BQA reserves the right to revoke the Evaluation of Qualifications recognition decision if it has been proven that its integrity and validity have been debased.

5.5 Replacement copy of the evaluation of qualifications report.

5.5.1 A request in writing explaining why a need for a replacement copy must be made.

5.5.2 A replacement copy will be made for each evaluation at a fee.



BOTSWANA
Qualifications Authority