



BOTSWANA
Qualifications Authority

EVALUATION OF QUALIFICATIONS REVOCATION POLICY

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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REVISION HISTORY

Date	Summary of changes	Version

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1. BACKGROUND

Botswana Qualifications Authority (BQA) is mandated by Section 4 (2)(h) and 2(i) of the Botswana Qualifications Authority Act, 2013 to “develop standards for recognition of external qualifications” and “evaluate and register local and external qualification” respectively. This mandate is further emphasised in the Botswana Qualifications Authority (National Credit and Qualifications Framework) Regulations, 2016 Regulation 13 that states that the Authority shall develop criteria for evaluation of external qualifications for recognition purpose.

The Policy sets out the reasons for which Botswana Qualifications Authority (BQA) may revoke an Evaluation of Qualifications report issued to an applicant. It further gives effect to Botswana Qualifications Authority Standards for Recognition of Qualifications which states that Evaluation of Qualifications Report remains the property of BQA and may be revoked if it has been proven that its integrity and validity have been debased.

2. DEFINITIONS OF TERMS

“Applicant” means a person who applies for evaluation of qualifications service.

“Evaluation of qualifications” means the process followed by BQA to verify the authenticity of local and external qualifications and to compare external qualifications with Botswana qualifications.

“Evaluation of qualifications Report” means an evaluation of qualifications report issued by BQA indicating the recognition decision of Local or External qualifications and their location on the National Credit and Qualifications Framework (NCQF).

“Revocation” means the withdrawal of a prior decision by BQA to recognise a qualification and the action taken to withdraw, invalidate, cancel a BQA issued Evaluation of Qualifications report and, to render such a report to have no legal status and effect.

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“Qualification misrepresentation” means an intentional or unintentional incorrect statement, or provision of fictitious, exaggerated, false representation or misleading information about a qualification, by one person either in writing or orally.

3. PURPOSE

The policy defines the conditions under which an Evaluation of Qualifications report issued to an applicant after evaluation of their qualification(s) by Botswana Qualifications Authority may be revoked.

4. SCOPE

The policy applies to all Evaluation of Qualifications reports issued to applicants after an evaluation of their qualification(s) by Botswana Qualifications Authority

5. POLICY STATEMENT

Botswana Qualifications Authority is committed to ensuring the accuracy and authenticity of all evaluation of qualifications reports. The policy is therefore a demonstration of Botswana Qualifications Authority’s zero-tolerance stance against qualifications misrepresentation and the aim by the Authority to eliminate instances of fraud.

6. REVOCATION

Botswana Qualifications Authority may revoke a report for Evaluation of Qualifications issued to an applicant on grounds that:

- 6.1** The evaluation of qualifications report was fraudulently obtained
- 6.2** The evaluated qualification is unauthentic; or
- 6.3** The Evaluation of Qualification report was issued under any other such circumstances that, had Botswana Qualifications Authority been aware of at the time, it would not have issued the report.

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Any person who believes there to be evidence that an evaluation of qualifications report has been issued under circumstances which, if proven, would cause the report to be revoked, should advise Botswana Qualifications Authority in writing.

Any person who believes that an evaluation of qualifications report has been issued under circumstances which, if substantially and procedurally proven, would cause the report to be revoked, should advise Botswana Qualifications Authority Chief Executive Officer in writing.

7. PROCESS

- 7.1** In the event Botswana Qualifications Authority becomes aware of new information that contradicts the information on which the evaluation outcomes were based, Botswana Qualifications Authority shall conduct a thorough investigation to validate the new evidence before a decision to revoke is taken.
- 7.2** After determining that an evaluation of qualifications report has to be revoked, Botswana Qualifications Authority shall notify the person issued with the report and order them to return it to the Customer Service Division within 30 days of the date of the notice.
- 7.3** An applicant whose report has been revoked, will further be ordered in writing to cease all reference to holding the report (original or copies of it) from the date of the notice.
- 7.4** Botswana Qualifications Authority shall take any appropriate action to provide public notice that the report has been revoked and further notify the relevant law enforcement authorities.
- 7.5** Botswana Qualifications Authority shall update all relevant records pertaining to the applicant and their revoked evaluation of qualifications report.

8. REVIEW AND UPDATE OF THE POLICY

The policy will be reviewed after five years, or earlier if necessary.

9. APPROVAL

This policy was approved by _____ and signed on behalf by:

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Issue No:	Version	Name	Designation	Signature	Date



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