



BOTSWANA
Qualifications Authority

TEMPLATE FOR ANNUAL REPORTING

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PREAMBLE

Annual reporting is a requirement for the maintenance of Registration and Accreditation status of Education and Training Providers. It is one of the activities that the Botswana Qualifications Authority use to monitor compliance in Education and Training Providers. Annual reporting is meant to contribute to continual and continuous quality improvement. Education and Training Providers should use the opportunity provided by annual reporting to identify or highlight achievements and challenges for throughout the year. In addition, Education and Training Providers must provide solutions and strategies for the next year. This document provides a template guide on how to present the Annual Report. The drafting of the report must be done taking into account the Annual Reporting Policy and the Guidelines for Annual Reporting.

DOCUMENT FORMAT

Spacing:	1.5
Font	Arial, 11
Document Control	Use the Document control of the ETP

COVER PAGE

The cover page must have the following;

ITEM	REQUIREMENT
Name	Name of the ETP as registered and accredited by BQA
Identity	The ETP registration and accreditation number
Registration and Accreditation Period	Date of Registration
	Date of Expiry
Address	The Postal Address
	The Physical Address – Location
Type of ETP	Public or
ETP Subsystem	TVET or Higher Education

EXECUTIVE SUMMARY

Provide a summary of THE ETP background, ETP achievements, challenges and a way forward to making improvements for the next reporting year.

(Max. 150 Word)

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1. STRATEGIC ENROLMENT MANAGEMENT

Provide a write up entailing an overview of the ETP enrolment capacity and learner success targets for the reporting period. The ETP must provide a write up of the analysis of enrolment, graduation rate, retention rate and absorption rate but upload the following table as one of the attachments. .

(Max. 300 Word)

The Enrolment Statistics (Provide as an attachment)

ETP Name											
ENROLMENT STATISTICS											
No .	Learning Programme	Enrolment Year					Graduation rate	Retention rate	Industry absorption rate	Teacher Student Ratio	ETP % enrolment
		1	2	3	4	5					
1											
2											
3											

2. GOVERNANCE OF THE ETP

Provide a write up on governance of the ETP indicating how the ETP is provided with guidance and direction on its strategic goals.

(Max. 150 Word)

3. MANAGEMENT OF THE ETP

Provide a write on how Management executed its accountabilities and responsibilities in the day -to -day running of the ETP.

(Max.1 Page)

4. STRATEGY REVIEW AND INSTITUTIONAL PERFORMANCE

Report annual performance from the implementation of the strategic plan. Indicate how the ETP how was able to achieve its goals, objectives and priorities for the reporting period.

(Max. 3 Pages)

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5. CORE BUSINESS: TEACHING AND LEARNING

Provide the teaching and learning strategies that were employed during the year and how these contributed to learner success. Report on aspects of Programme Delivery, Assessment and Moderation, and Work - Placement

(Max. 6 Pages)

6. ADMINISTRATION AND SUPPORT FUNCTIONS

Provide an overview of how the administration of Support Services (Financial Management, Human Resources Management, Physical Resources) impacted the core business of the ETP and learner success.

(Max. 6 pages)

7. HUMAN RESOURCES

Report on the Human Resources indicating if the ETP has the capacity to conduct its business and achieve its mission and goals.

(Max. 4 Pages)

8. LEARNER WELFARE AND SUPPORT SERVICES

Report how the ETP supported learners throughout the year and ensured that they have access to social welfare services. Also provide information on how the social welfare programmes and activities have impacted the learners.

(Maxi 3 Pages)

9. PROTECTION OF ENROLLED LEARNERS

The ETP must report on protection of enrolled learners throughout the year. This should be in line with the implementation of BQA Guidelines and the ETPs Policy on the Protection of Enrolled Learners. .

(Maxi 2 Pages)

10. GUIDELINE 11: QUALITY MANAGEMENT SYSTEM

The ETP must report on how it executed its Quality Management System(QMS). The ETP must provide details of the effectiveness and efficiency of its operations in all its functional areas. It should provide assessment and evaluation of all its inputs, processes, and outputs

(Maxi 6 Pages)

11. RESEARCH AND INNOVATION

The ETP must report research and innovation in teaching and learning and academic development of staff and learners. The ETP should also indicate how research outputs contributed to the country's economic and social development.

(Maxi 5 Pages)

12. INTERNATIONALISATION

The ETP must report how it executed its Internationalisation Programme and how this impacted the learners and the growth of the ETP.

(Maxi 1 Page)

14: CORPORATE SOCIAL RESPONSIBILITY (CSR) AND COMMUNITY ENGAGEMENT

The must report ETP how it utilised its strategic partnerships, collaborations, CSR projects and services to promote the core business and learners' performance.

(Maxi 1 Page)

CONCLUSION

The ETP must provide a summary of the main points and also report on the major activities planned for the next reporting year.

(Max: 1 Page)