



BOTSWANA
Qualifications Authority

ANNUAL REPORT ONLINE SUBMISSION GUIDELINES

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

THE RATIONALE FOR SUBMISSION OF ANNUAL REPORTS

The Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016, Regulation 15 (1) requires ETPs to submit an Annual Report. ETPs are therefore obliged to submit Annual Reports as prescribed by the Authority.

POLICY STATEMENT

The Annual Reporting Policy acts as a framework to guide BQA, ETPs and other relevant stakeholders on the processes and procedures for the submission of annual reports. The requirements and expected contents of the Annual Report are detailed in the Guidelines for Annual Reporting.

Scope

- i. This Policy shall be utilised by BQA to monitor and evaluate the annual activities and performance of ETPs.
- ii. The Policy shall be utilised by both Private and Public Education and Training Providers which are registered and accredited by BQA.
- iii. The information to be provided in the Annual Report should be in accordance with the requirements of this Policy.

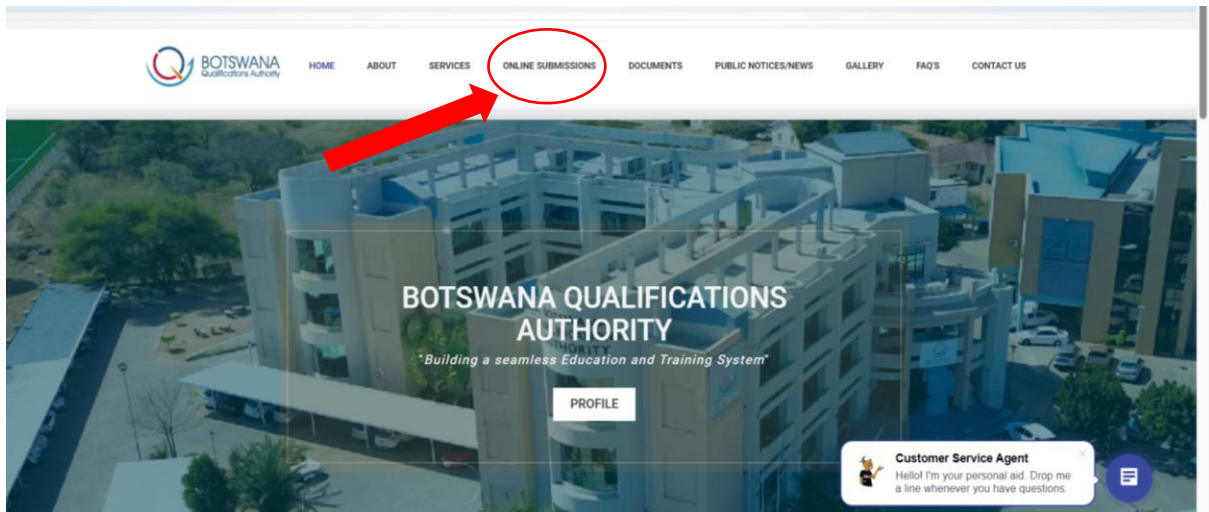
PORTFOLIO OF EVIDENCE

The portfolio of evidence should be compiled from records produced by the activities of the ETP during the reporting year as per the Guidelines for Annual Reporting. Where the data is massive the ETP can sample to avoid overwhelming submissions.

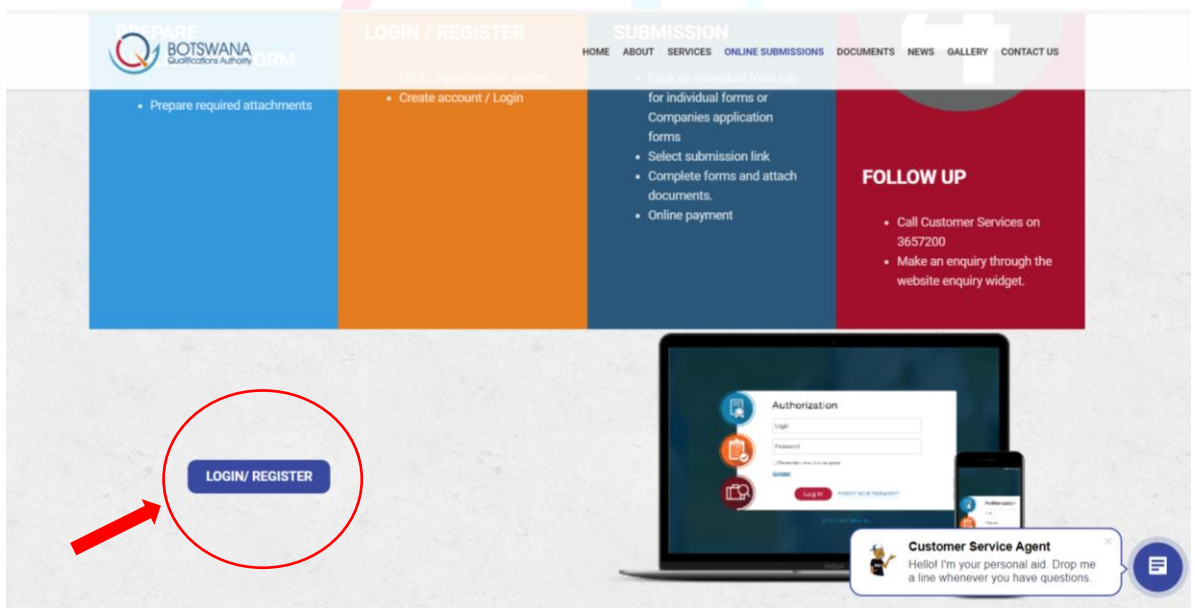
BQA Institutional Audit Online Submissions Guide

Please follow these steps to successfully submit your Institutional Audits documents:

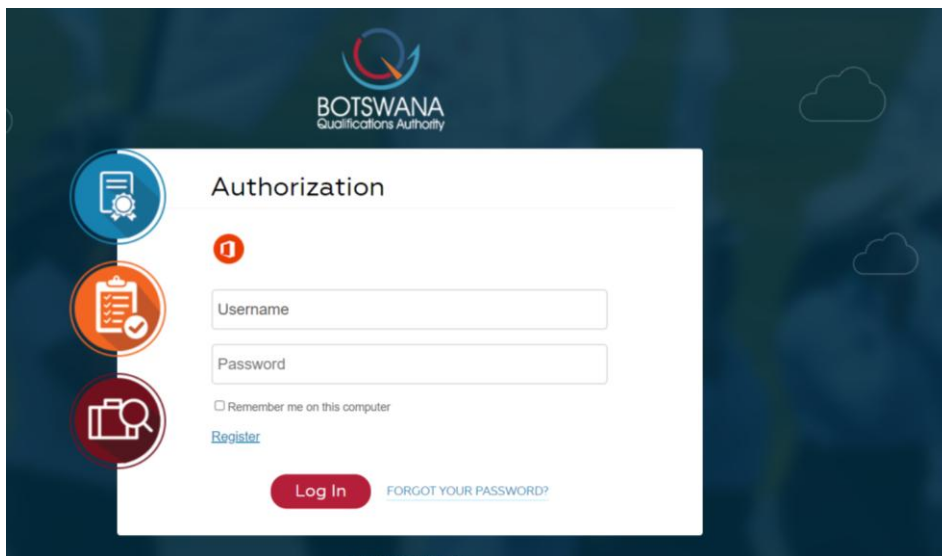
1. Go to BQA Website: www.bqa.org.bw click on **online submissions**



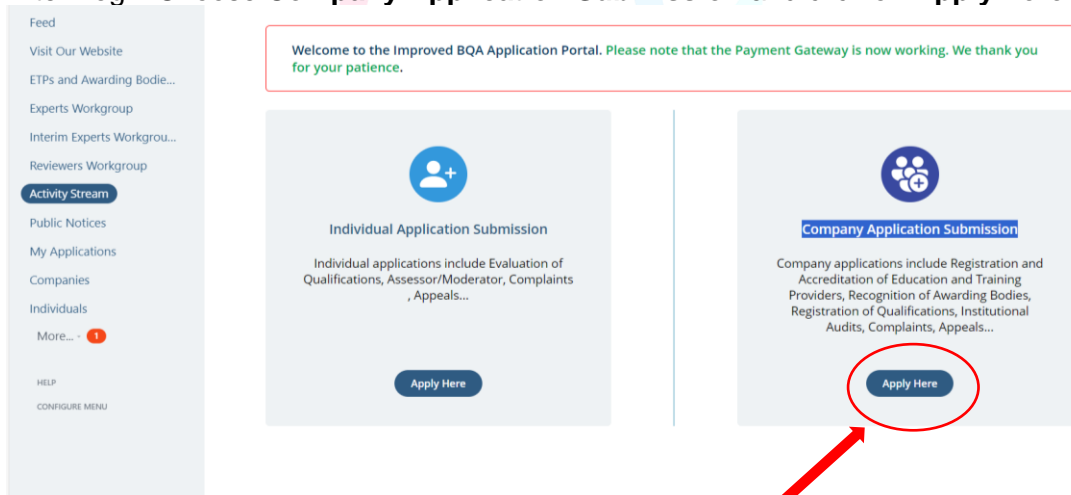
2. Click on **LOGIN/REGISTER** if you already have an account.



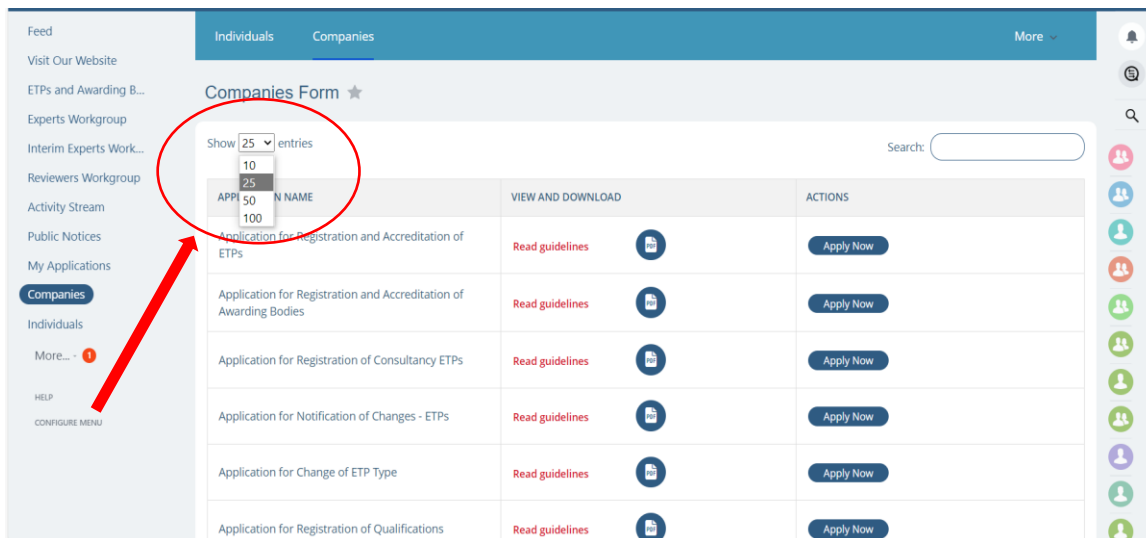
3. Use your ETP account credentials to login when the below page appears



4. After Login Choose **Company Application Submission** and click on **Apply here**



5. Click on show entries drop down and select 25









Feed
Visit Our Website
ETPs and Awarding B...
Experts Workgroup
Interim Experts Work...
Reviewers Workgroup
Activity Stream
Public Notices
My Applications
Companies
Individuals
More... - 1
HELP
CONFIGURE MENU

Individuals Companies More

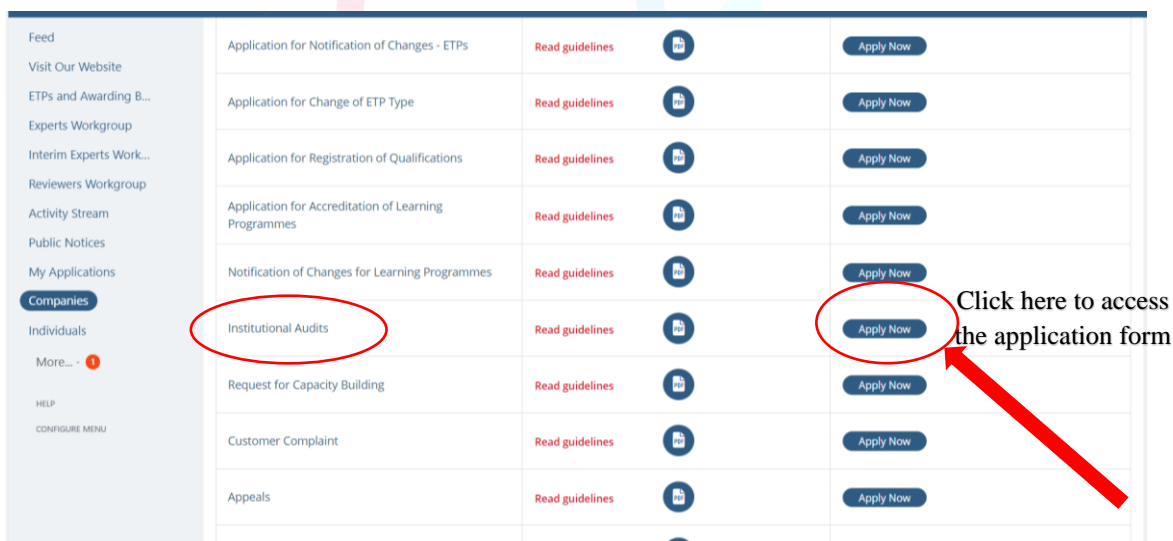
Companies Form ★

Show 25 entries
10
25
50
100


Search:


APPLICATION NAME	VIEW AND DOWNLOAD	ACTIONS
Application for Registration and Accreditation of ETPs	Read guidelines 	Apply Now
Application for Registration and Accreditation of Awarding Bodies	Read guidelines 	Apply Now
Application for Registration of Consultancy ETPs	Read guidelines 	Apply Now
Application for Notification of Changes - ETPs	Read guidelines 	Apply Now
Application for Change of ETP Type	Read guidelines 	Apply Now
Application for Registration of Qualifications	Read guidelines 	Apply Now


6. Scroll down to **Institutional Audits** and click **Apply Now**





Feed
Visit Our Website
ETPs and Awarding B...
Experts Workgroup
Interim Experts Work...
Reviewers Workgroup
Activity Stream
Public Notices
My Applications
Companies
Individuals
More... - 1
HELP
CONFIGURE MENU


Application for Notification of Changes - ETPs [Read guidelines](#)  [Apply Now](#)


Application for Change of ETP Type [Read guidelines](#)  [Apply Now](#)


Application for Registration of Qualifications [Read guidelines](#)  [Apply Now](#)


Application for Accreditation of Learning Programmes [Read guidelines](#)  [Apply Now](#)

Notification of Changes for Learning Programmes [Read guidelines](#)  [Apply Now](#)

Institutional Audits [Read guidelines](#)  [Apply Now](#)

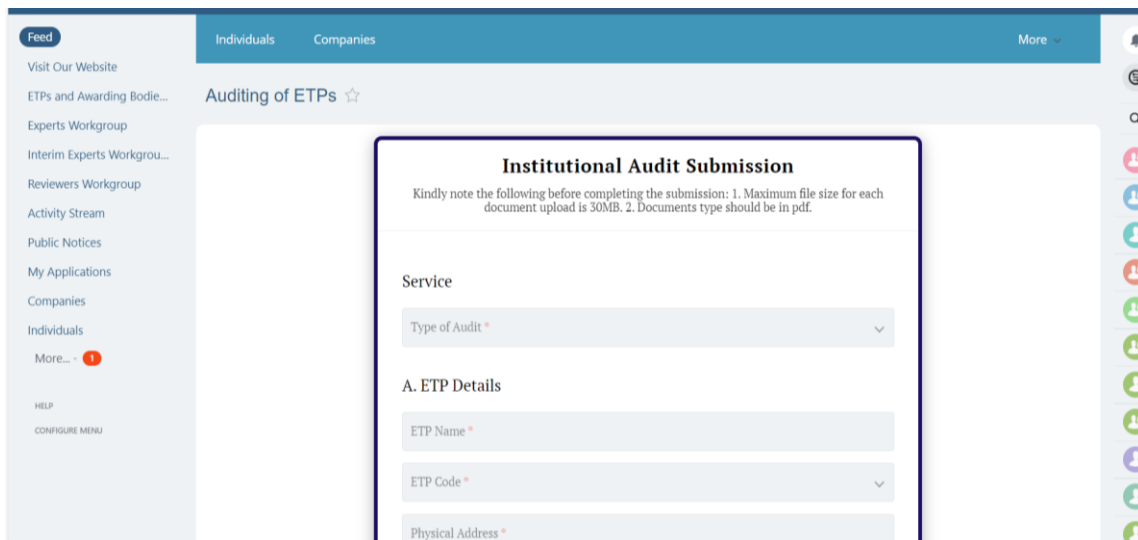
Request for Capacity Building [Read guidelines](#)  [Apply Now](#)

Customer Complaint [Read guidelines](#)  [Apply Now](#)

Appeals [Read guidelines](#)  [Apply Now](#)

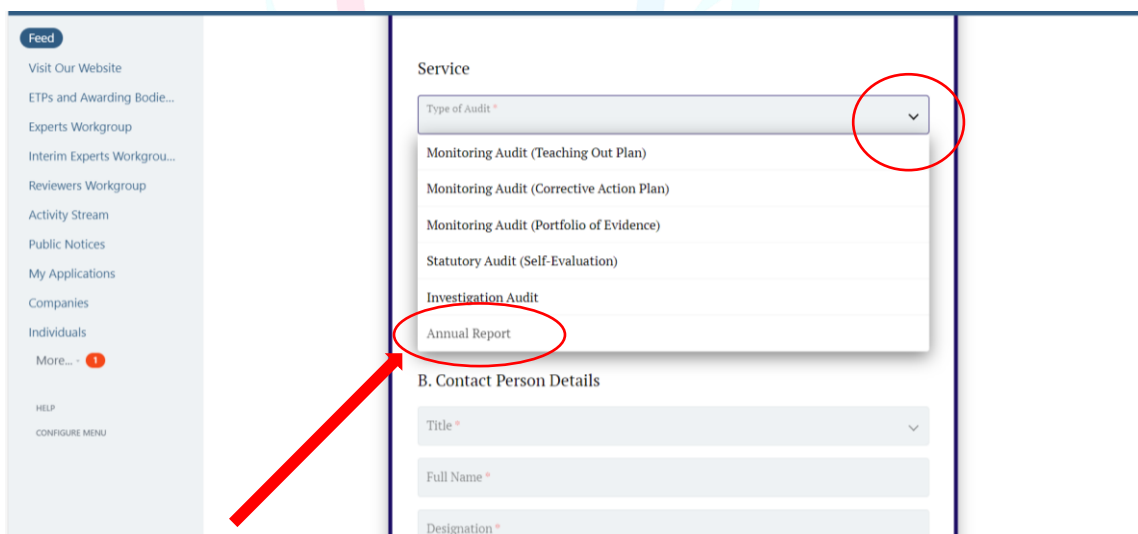
Click here to access the application form

7. Complete the submission form and upload your documents.



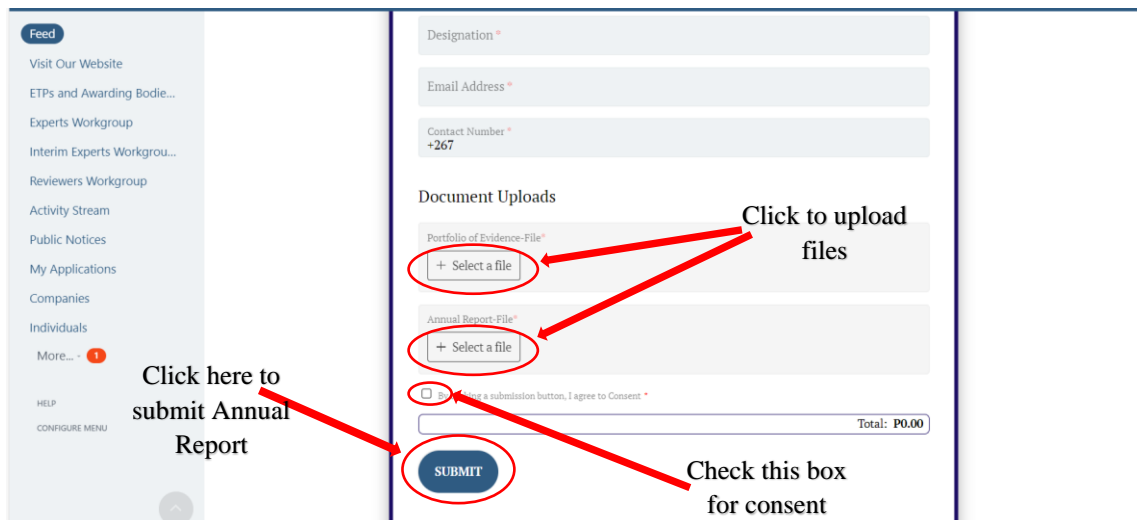
The screenshot shows the 'Institutional Audit Submission' form. The left sidebar contains a 'Feed' menu with options like 'Visit Our Website', 'ETPs and Awarding Bodies...', 'Experts Workgroup', 'Interim Experts Workgroup...', 'Reviewers Workgroup', 'Activity Stream', 'Public Notices', 'My Applications', 'Companies', 'Individuals', and 'More...'. The main content area is titled 'Auditing of ETPs' and contains the 'Institutional Audit Submission' form. The form includes a note about file size and type, a 'Service' dropdown menu, and a section 'A. ETP Details' with fields for 'ETP Name', 'ETP Code', and 'Physical Address'.

8. At **Type of Audit** select **Annual Report**, after selecting Annual Report go ahead and fill in the rest of the form



This screenshot shows the 'Institutional Audit Submission' form with the 'Type of Audit' dropdown menu open. The dropdown menu lists several options: 'Monitoring Audit (Teaching Out Plan)', 'Monitoring Audit (Corrective Action Plan)', 'Monitoring Audit (Portfolio of Evidence)', 'Statutory Audit (Self-Evaluation)', 'Investigation Audit', and 'Annual Report'. The 'Annual Report' option is highlighted with a red circle, and a red arrow points to it from the left. The 'Service' dropdown menu is also highlighted with a red circle. Below the dropdown menu is a section 'B. Contact Person Details' with fields for 'Title', 'Full Name', and 'Designation'.

9. After filling the form click on select file to upload the Annual Report and any compiled Portfolio of evidence (if you have multiple files, please merge them into one document), then click **Submit** to submit the Annual Report



The screenshot shows the online submission form for the Annual Report. The form includes a sidebar menu on the left with options like 'Visit Our Website', 'ETPs and Awarding Bodies', 'Experts Workgroup', 'Interim Experts Workgroup', 'Reviewers Workgroup', 'Activity Stream', 'Public Notices', 'My Applications', 'Companies', 'Individuals', and 'More...'. The main form area contains fields for 'Designation', 'Email Address', and 'Contact Number' (with a pre-filled number '+267'). Below these are 'Document Uploads' sections for 'Portfolio of Evidence-File' and 'Annual Report-File', each with a '+ Select a file' button. A 'SUBMIT' button is at the bottom. A checkbox for consent is also present. Annotations with red arrows point to the 'SUBMIT' button (labeled 'Click here to submit Annual Report'), the 'Select a file' buttons (labeled 'Click to upload files'), and the consent checkbox (labeled 'Check this box for consent').

10. A successful submission notification will pop up on the screen. You will also receive an acknowledgement email.



BOTSWANA
Qualifications Authority