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

ANNUAL REPORT ONLINE SUBMISSION GUIDELINES

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.

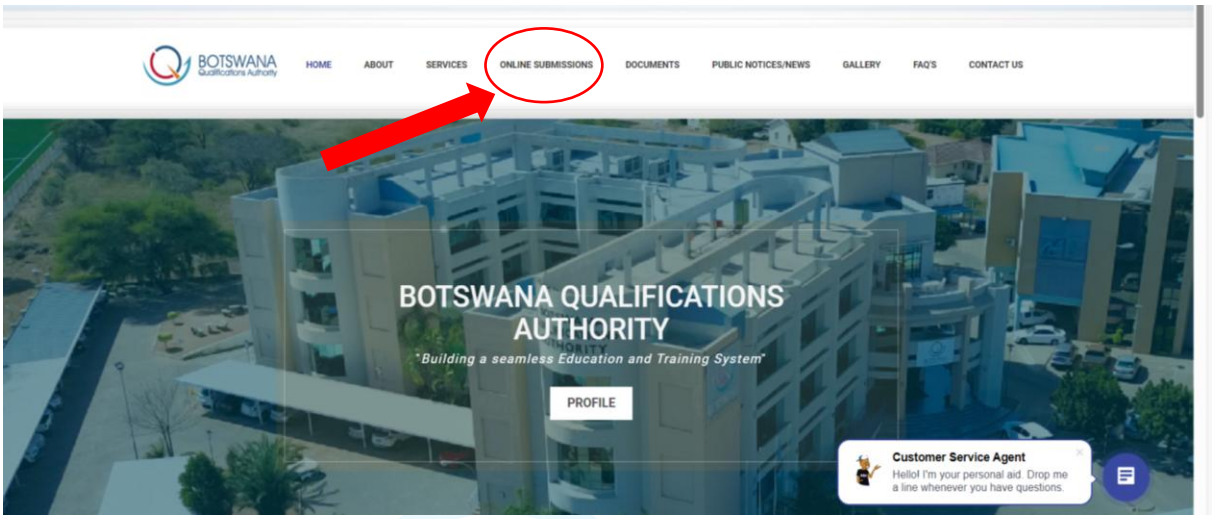
PORTFOLIO OF EVIDENCE

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.

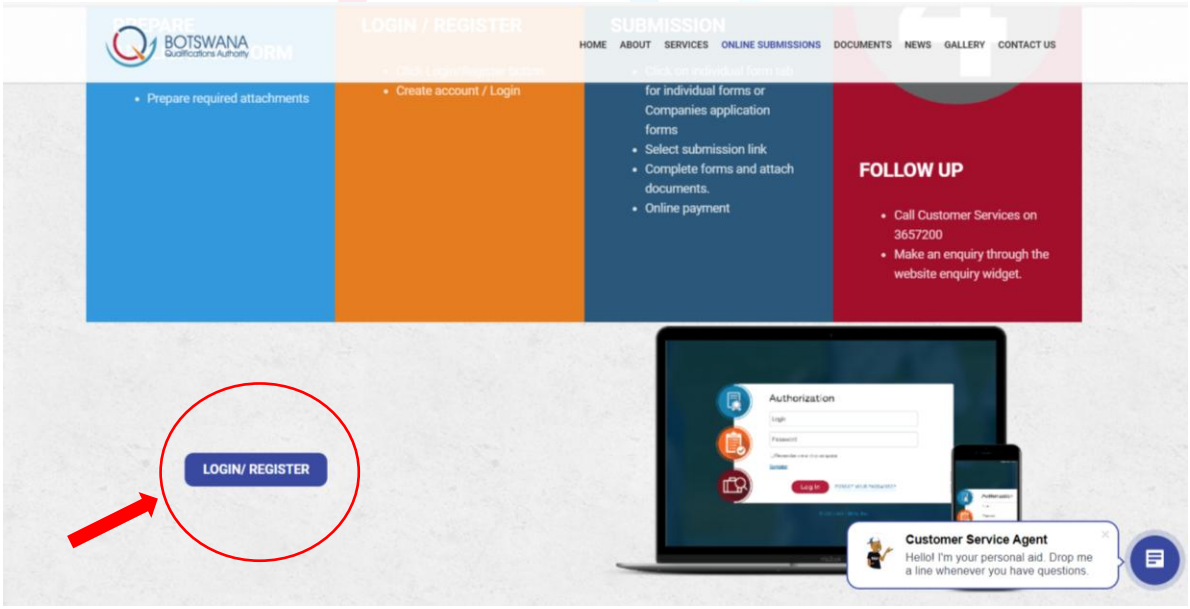
BQA Institutional Audit Online Submissions Guide

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

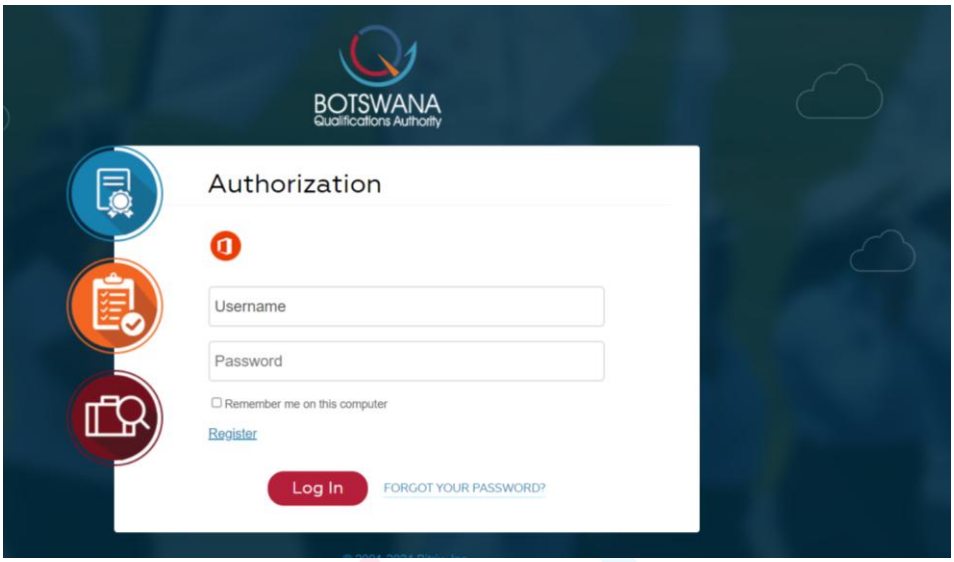
1. Go to BQA Website: www.bqa.org.bw click on **online submissions**



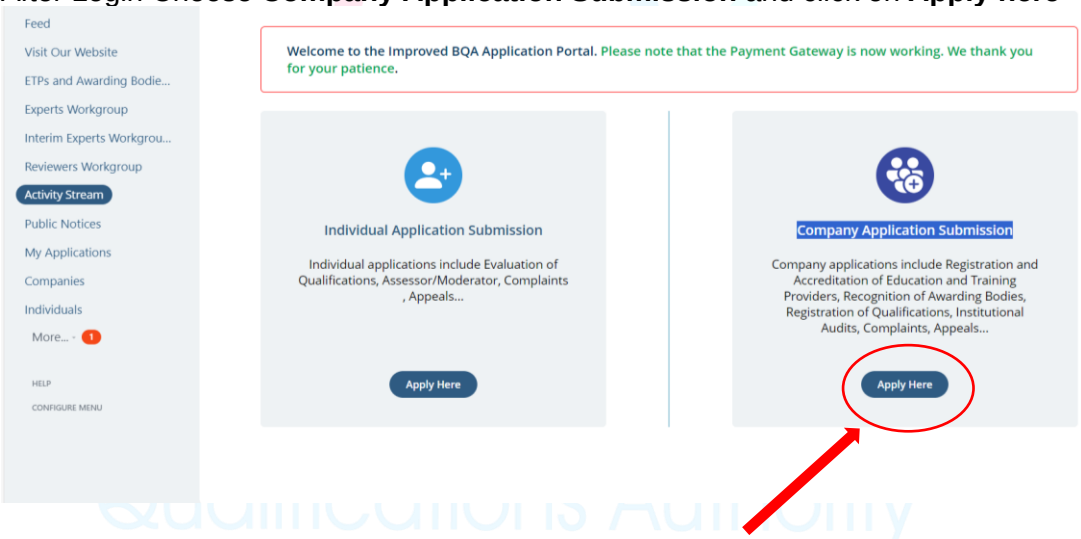
2. Click on **LOGIN/REGISTER** if you already have an account.



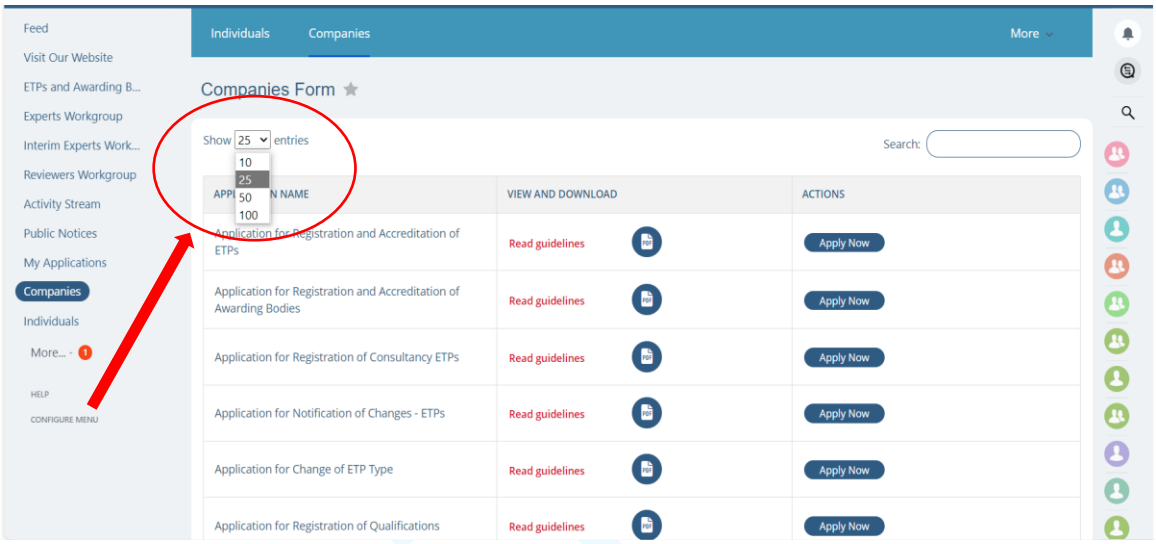
3. Use your ETP account credentials to login when the below page appears



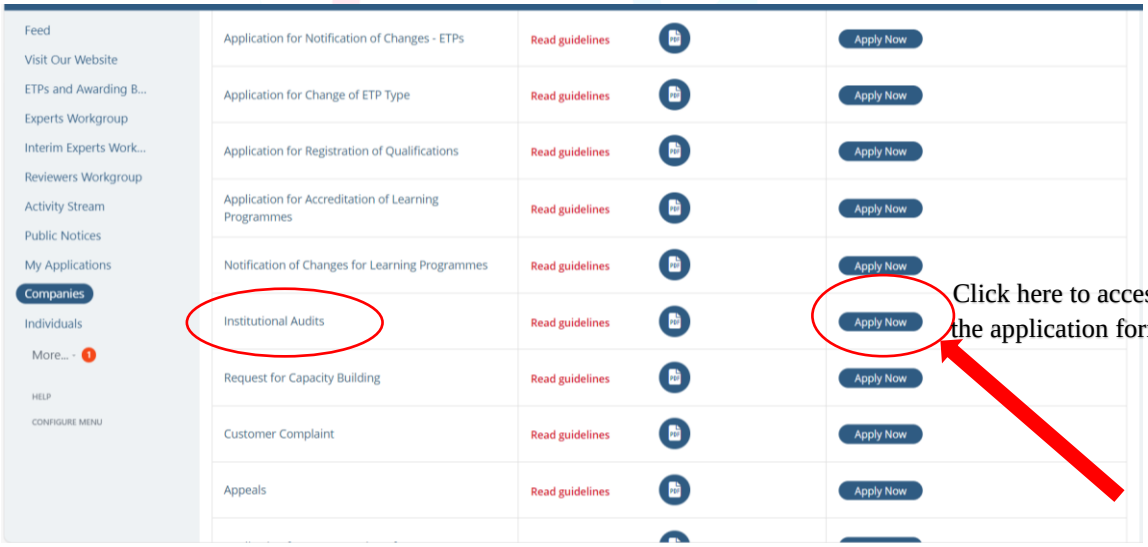
4. After Login Choose **Company Application Submission** and click on **Apply here**



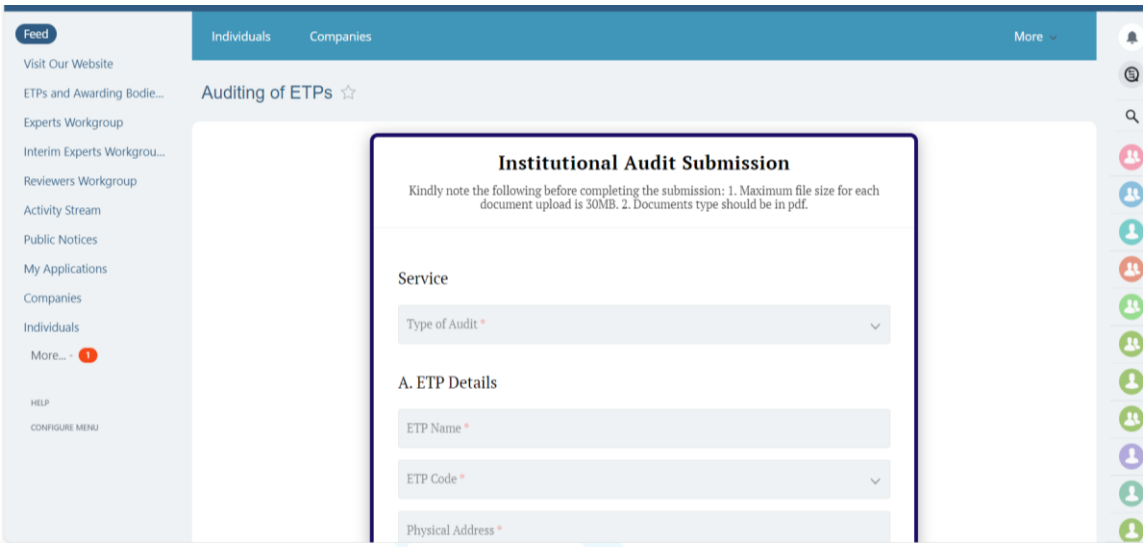
5. Click on show entries drop down and select 25



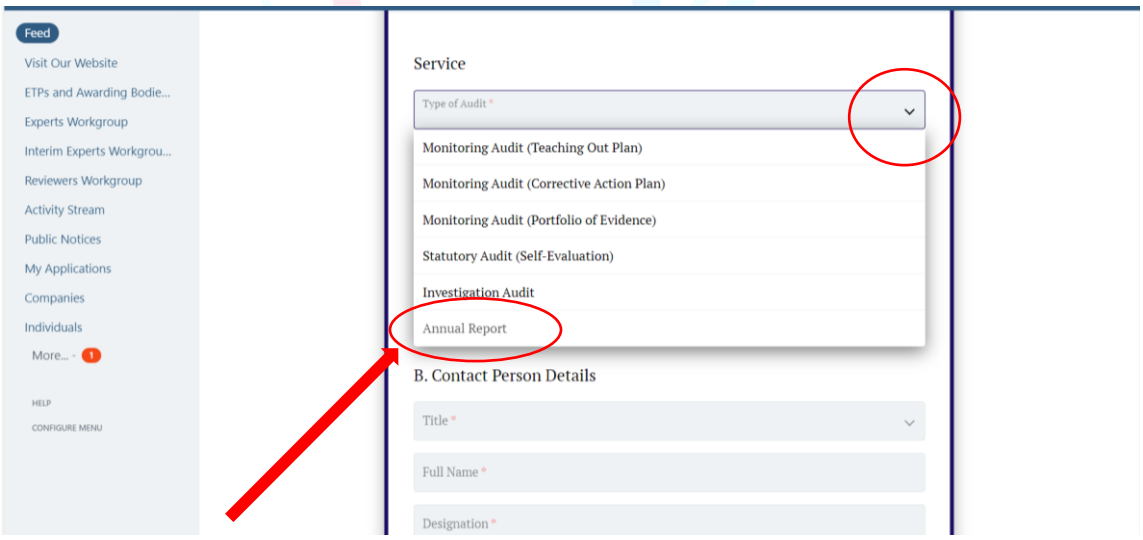
6. Scroll down to **Institutional Audits** and click **Apply Now**



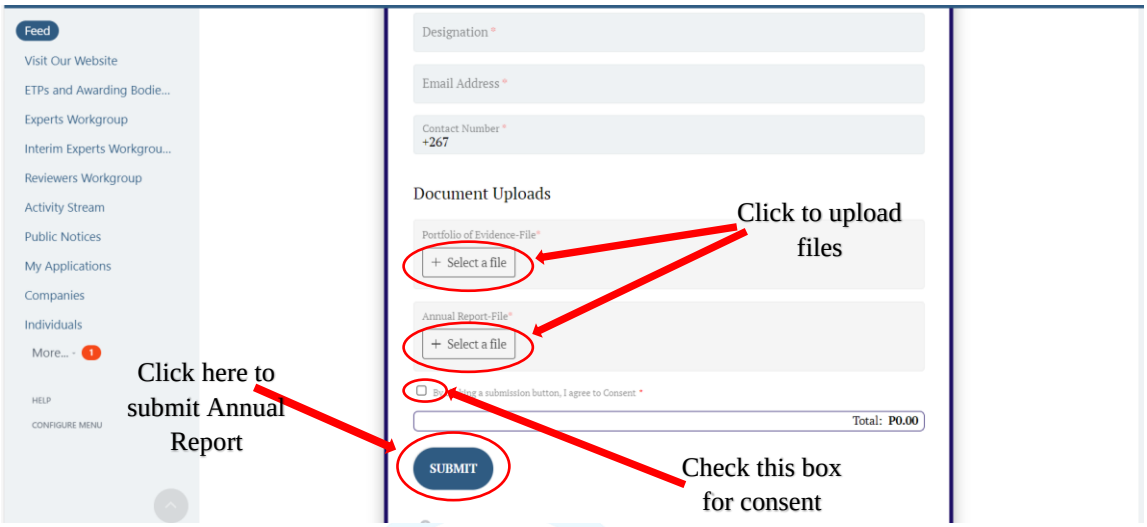
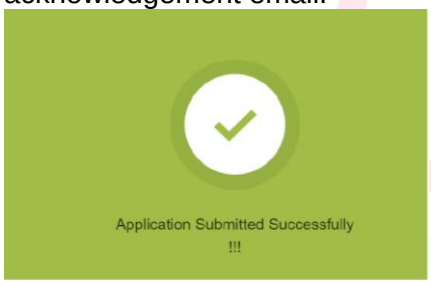
7. Complete the submission form and upload your documents.



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



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



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