



BOTSWANA
Qualifications Authority

ANNUAL REPORTING POLICY

(EDUCATION AND TRAINING PROVIDERS)

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TABLE OF CONTENTS

REVISION HISTORY.....	2
FOREWORD.....	3
1. POLICY STATEMENT	4
2. PURPOSE	4
3. SCOPE.....	4
4. DEFINITIONS/ABBREVIATIONS	5
5. ROLES AND RESPONSIBILITIES	6
6. POLICY CONTENT & PROCEDURES	7
7. PROCEDURES	9
8. ASSOCIATED DOCUMENTS.....	10
9. POLICY REVIEW	11
10. REFERENCING	11
11. APPROVAL	11

BOTSWANA
Qualifications Authority

REVISION HISTORY

Date	Summary of changes	Version

FOREWORD

The Botswana Qualifications Authority (BQA) conducts monitoring of Education and Training Providers (ETPs) to check performance against the set standards. For BQA to conduct monitoring, an ETP must submit annual reports that articulate annual performance regarding its core academic functions of teaching and learning, research, and community engagement, as well as data about the success and experiences of learners.

Effective annual reporting provides stakeholders with meaningful information on the effectiveness of processes and areas of improvement of the registered and accredited ETPs. The Annual Reporting Policy sets out the minimum annual reporting requirements for both public and private ETPs and will ensure that ETPs report similar information that complies with the set annual reporting requirements in a clear and concise manner.

Guidelines for annual reporting provide details on requirements and expected contents of the annual report and guide ETPs and other relevant stakeholders on the processes and procedures for the submission of annual reports. The ETPs are required to utilise the Annual Report Template to conform and comply to the BQA reporting requirements. In evaluating the annual reports, the Authority shall use an evidence-based approach and will be guided by the principles of integrity and transparency, as well as prevailing practices and standards.

Registered and accredited ETPs must comply with the Annual Reporting Policy. The Authority remains resolute in ensuring full implementation of this policy to achieve positive impact in the delivery of its mandate.

Prof. Botsalano Mosimakoko (Ph.D.)
Chief Executive officer

Date

1. POLICY STATEMENT

The Annual Reporting 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.

2. PURPOSE

2.1 THE BQA MANDATE

Botswana Qualifications Authority (BQA) is a parastatal organisation under the Ministry of Education and Skills Development established by the Botswana Qualifications Authority Act, No 24 of 2013, to:

- a) Provide for and maintain the National Credit and Qualifications Framework (NCQF).
- b) Coordinate the education, training, and skills development quality assurance system, from early childhood to tertiary level (lifelong learning).

In line with (b) above, BQA registers and accredits Education and Training Providers (ETPs) and continuously monitors them to ensure compliance to set standards. Annual Reporting is one of the critical monitoring activities that require ETPs to communicate to the Authority its annual performance on maintenance of quality assurance standards. In addition, BQA may carry out verification and audit investigations to ascertain the performance suggested in the annual reports.

2.2 THE LEGAL FRAMEWORK

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

3. SCOPE

- 3.1 This Policy shall be utilised by BQA to monitor and evaluate the annual activities and performance of ETPs.

- 3.2** The Policy shall be utilised by both Private and Public Education and Training Providers which are registered and accredited by BQA.
- 3.3** The information to be provided in the Annual Report should be in accordance with the requirements of this Policy.

4. DEFINITIONS/ABBREVIATIONS

4.1 INTERPRETATION

- 4.1.1 Accreditation:** means a process of ensuring that education and training providers, and any programme of education and training offered, conform to any quality assurance standards set by the Authority.
- 4.1.2 Accredited Learning Programme:** means a quality assured structured learning programme that leads to a qualification.
- 4.1.3 Annual Report:** A sectoral report containing key information on an ETP performance defined by selected criteria for maintaining quality assurance standards.
- 4.1.4 The Authority:** means the Botswana Qualifications Authority established by the BQA Act No .24 of 2013.
- 4.1.5 Board:** means the Board of the Authority
- 4.1.6 Education and Training Provider:** A person or entity that provides or organises a programme of education and training, including the provision of professional development services.
- 4.1.7 Monitoring and Evaluation:** a process that requires the Authority to assess if the ETP is still in continuous compliance with standards.
- 4.1.8 Quality Assurance:** means input and output factors, processes and procedures for ensuring that a qualifications system, including qualifications, assessment and programme delivery, meet such standards as are determined by the Authority.

4.2 ABBREVIATIONS

BQA	Botswana Qualifications Authority
CAP	Corrective Action Plan
CEO	Chief Executive Officer
DQA	Director of Quality Assurance
ETP	Education and Training Provider
IAD	Institutional Audit Division
NCQF	National Credit and Qualifications Framework

5. ROLES AND RESPONSIBILITIES

5.1 THE BOTSWANA QUALIFICATIONS AUTHORITY

The Botswana Qualifications Authority has the responsibility to:

- 5.1.1** Prepare for and implement the Annual Reporting Policy including developing appropriate administrative and procedural systems to grow and sustain the Annual Reporting Policy.
- 5.1.2** Engage with all stakeholders especially ETPs, on Annual Reporting issues.
- 5.1.3** Guide ETP in their implementation of Annual Reporting activities through policy advocacy, strategic support structure and processes.
- 5.1.4** Review of the Annual Reporting policy.

5.2 EDUCATION AND TRAINING PROVIDERS

The Education and Training Providers have the responsibility to:

- 5.1.1** Ensure that Annual Reports are submitted according to the required timelines and comply with Guidelines for Annual Reporting.
- 5.1.2** Ensure that Annual Reports submitted are accurate and comply with BQA Regulations and Quality Assurance Standards.
- 5.1.3** Participate in the review and evaluation of this Policy as it may be required by the Authority.

6 POLICY CONTENT & PROCEDURES

6.1 PRINCIPLES

6.1.1 Evidence-Based:

The evidence should be concise, relevant and corroborate with the information in the Annual Report.

6.1.2 Adherence to Standards:

The ETPs should adhere to the Quality Assurance Standards. The Annual Report should be based on the ETP's annual performance of the reporting year. The report should be aligned to the ETP policies, processes, and procedures.

6.1.3 Accuracy:

The information reported should be coherent and accurate following a recommended format provided by BQA in the Guidelines for Annual Reporting.

6.1.4 Integrity:

The ETPs should demonstrate integrity and honesty in the presentation of information in the Annual Report. Any Annual Report with inconsistent information will not be approved by the Authority. The ETP shall be notified of the inconsistencies and requested to make amends failing which their Registration and Accreditation.

6.2 REQUIREMENTS

The following is a summary of the requirements and expected contents of the Annual Report.

6.2.1 Compliance Requirements

The ETP must indicate continuous existence and due diligence to the Authority by providing the following documents:

- i. Proof of submission of filed annual returns at CIPA.
- ii. Proof of audited financial statements

- iii. Proof of payment of annual fees (if applicable)
- iv. Know Your Customer (KYC) form.

6.2.2 Enrolment Management

The ETP shall provide enrolment statistics, retention rates, attrition rates, and the graduation rate.

6.2.3 Governance and Institutional Performance

The ETP shall submit information on leadership and governance of the ETP and details of how the governing structures have executed their strategic plan. The ETPs shall provide information on how the execution contributed to the institutional performance and Learner Success.

6.2.4 Core Business – Teaching and Learning

The ETP shall provide the Teaching and Learning strategies that were employed during the year and how these contributed to Learner success.

6.2.5 Administration and Support Services

The ETP shall provide details of how the Administration of Support Services (Financial Management, Human Resources Management, Physical Resources) impacted the core business of the ETP and Learner Success.

6.2.6 Learner Welfare and Support Services

The ETP shall provide details of how it supported Learners and ensured Learner access to social welfare services. The ETP shall also provide information on how the social welfare programmes and activities have impacted the Learners.

6.2.7 Protection of Enrolled Learners

The ETP shall report on how enrolled learners were protected to ensure access to teaching and learning. This should be in line with the implementation of BQA Guidelines and the ETPs Policy on the Protection of Enrolled Learners.

6.2.8 Communication and Information Systems

The ETP shall report communication plans and aided consultation with relevant stakeholders were executed. It should also indicate how business continuity during uncertain and disastrous circumstances were managed. It shall also outline how it how learners were supported using Information Communications Technology, critical in the teaching and learning environment.

6.2.9 Quality Management System

The ETP shall provide details of the effectiveness and efficiency of the Quality Management System and how it impacted on operations in all its functional areas. Evidence of the assessment and evaluation of all its inputs, processes, and outputs must be provided.

6.2.10 Research and Innovation

The ETP should communicate research outputs by staff and students. It should indicate how the research outcomes have benefited the teaching and learning and academic development of the learners. The ETP should also indicate how research outputs contributed to the country economic and social development.

6.2.11 Internationalisation

The ETP shall report on the Internationalisation programme and activities indicating how these assisted the ETP to reach its goals, objectives, and priorities.

6.2.12 Corporate Social Responsibility (CSR) and Community Engagement

The ETP shall report on strategic partnerships collaborations, CSR, and community engagement projects. The ETP should indicate how these impacted the core business and learner performance.

7. PROCEDURES

The Annual Report shall be submitted by the ETPs annually to the Authority before 30th June. Submission must be done online through the Authority's submission portal.

7.1 Failure to submit Annual Report

The following sanctions shall be imposed on an ETP for failing to submit an Annual Report in accordance with Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016, Regulation 15 (1), which states:

“The Authority may revoke registration and accreditation where an Education and Training Provider has failed to submit its annual report in accordance with the Authority’s annual reporting policy.”

7.2 Appeals

The ETP may appeal any decision by Authority in accordance with the Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016, Regulation 15 (1), which states that:

“A person or entity aggrieved by a decision of the Authority under these regulations may appeal to the Appeals Committee in accordance with the appeals procedure as set out by the Authority.”

8. ASSOCIATED DOCUMENTS

This policy is associated with the following documents:

8.1 The Botswana Qualifications Authority Act No. 24 of 2013

8.2 The Botswana Qualifications Regulations

8.3 The Botswana Qualifications Authority Manual for Institutional Audits

8.4 The Guidelines and Template for Annual Reporting

8.5 The Botswana Qualifications Authority Quality Assurance Standards

9. POLICY REVIEW

This Policy shall be reviewed in consultation with relevant stakeholders at least every five (5) years or as and when a need arises.

10. REFERENCING

This policy may be referenced in conjunction with other related policies and instruments that will be in force at the time of its promulgation.

11. APPROVAL

This policy was approved by and signed on behalf by:

Issue No:	Version	Name	Designation	Signature	Date