



**BOTSWANA**  
Qualifications Authority

## **CRITERIA AND GUIDELINES FOR REGISTRATION OF CONSULTANCIES**

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# **CRITERIA AND GUIDELINES FOR REGISTRATION OF CONSULTANCIES**

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## CRITERIA AND GUIDELINES FOR REGISTRATION OF CONSULTANCIES

### REVISION HISTORY

Date	Summary of changes	Version

### SECTION A PREAMBLE

#### 1.1 PURPOSE

This document provides guidance to entities on the process of registration of consultancies which is a pre-requisite to Non-Credit Bearing Short Courses recognition. In order to be registered, a consultancy must indicate that it is a legal entity in Botswana and that it meets the registration criteria as outlined in this document.



### **SECTION B – THE CRITERIA**

#### **CRITERION 1: LEGAL STATUS AND OWNERSHIP**

BQA seeks to ensure that the applicant represents a body corporate legally constituted in Botswana.

The applicant shall:

- a) submit a certificate of incorporation as a company, or deed of trust or Act of Parliament;
- b) provide evidence of a registered trading name of the consultancy (where applicable);
- c) Provide a company extract or articles of association;
- d) provide a security clearance report (Owner(s)); and
- e) provide certified copies of identity documents (Owners(s)).

#### **CRITERION 2: STRATEGIC PLANNING AND QUALITY MANAGEMENT SYSTEM**

BQA seeks to establish that the consultancy has a clear mission and vision statements with goals and priorities. There should be strategies in place for the realization and monitoring of these goals and priorities. BQA has to be satisfied that the applicant endeavours to ensure that effective quality management for training, financial management, business administration, and records keeping.

The applicant shall:

- a) provide a strategic plan; and
- b) provide Quality Management Policy

#### **CRITERION 3: RECORDS MANAGEMENT SYSTEM**

BQA requires that the applicant maintains accurate documents, records and data.

The applicant shall provide a record management policy that clearly indicates provision for access, security, confidentiality, retention, disposal, etc.

#### **CRITERION 4: FINANCIAL MANAGEMENT**

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BQA requires the applicant to provide the following financial management documents.

The applicant shall:

- a) provide evidence of a local bank account;
- b) provide a business plan including twelve (12) months financial projections; and
- c) provide a payment and refund policy for protecting the financial interests of clients.

### **SECTION C: REGISTRATION PROCESS**

All enquires on registration of consultancies will be attended to at the Authority's Customer Service Division. The process for registration will be as follows:

#### **1.1. ONLINE APPLICATION AND PAYMENT**

The applicant should ensure that the application is complete as stipulated by this Criteria and Guidelines and submitted through the online portal. A correct application fee must be paid during the submission of an application.

#### **1.2. ACKNOWLEDGEMENT OF SUBMISSION OF APPLICATION**

The Authority will acknowledge receipt of the application and capture it on its database.

#### **1.3. ALLOCATE APPLICATION FOR PROCESSING**

The application will be allocated to a processing officer who will check it for completeness, and conduct desk evaluation.

#### **1.4. REQUEST FOR ADDITIONAL INFORMATION FROM THE CUSTOMER**

The Authority will request for additional information (where required).

#### **1.5. PREPARE FINAL REPORT AND SUBMIT FOR APPROVAL**

Recommendation reports will be prepared to the Authority's decision-making structures to consider and make a decision.

#### **1.6. DISPATCH DECISION LETTER**

The applicant will be notified of the decision on their application through a letter from the Authority.

### **1.7. APPEALS**

An applicant aggrieved by a decision of the Authority may appeal the decision in writing within 21 days of being notified of such decision.

## **SECTION D: POST REGISTRATION ACTIVITIES**

To maintain its registration, a consultancy must continue to comply with the registration requirements. The primary responsibility for managing compliance lies with the consultancy itself, as part of its on-going self-assessment.

### **1.1 ADVERTISING AND USE OF BQA LOGO**

Permission for the use of the logo by registered consultancy will be granted by the Chief Executive Officer of BQA after a written request before the printing or publication of any commercial or non-commercial material.

BQA will respond in writing approving or disapproving use of the logo and will guide the consultancy on acceptable use of the logo. The BQA logo cannot be used on the certificates of consultancies awarded.

### **1.2 ANNUAL COMPLIANCE REQUIREMENTS**

All registered consultancies will be required to submit the following to ensure compliance:

- a) annual activity reports;
- b) proof of payment of annual fees; and
- c) proof of active registration with Companies and Intellectual Property Authority (CIPA).

### **1.3 RENEWAL OF REGISTRATION**

Consultancies shall be given a Registration duration of 10 years. A consultancy which wishes to remain registered shall, at least six (6) months before the period of registration expires, apply for renewal of registration. An application for renewal shall be made to the Authority on the Application Form for Renewal of Registration of consultancies. The application shall be accompanied by a non-refundable fee and relevant documentation and information.

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### **1.4 NOTIFICATION OF SIGNIFICANT CHANGES**

Major changes to initial arrangements of registration can have the potential to impact on the consultancy 's capacity to meet the requirements and must be reported to BQA. Major changes may be planned or unplanned. The consultancy must immediately notify BQA using the applicable form.

Significant changes include the following, but not limited to:

- a) a change in ownership;
- b) change in contact person;
- c) a change in legal status; and
- d) a decision to cease operations,

### **1.5 REMOVAL FROM THE REGISTER**

Should there be non-compliance to the criteria and guidelines set for registration, the Botswana Qualifications Authority shall remove the consultancy from the register and notify the public of such.

1.5.1 The Authority shall remove a consultancy from the register where:

- a) It has failed to meet the requirements for registration or
- b) It has failed to submit its annual report in accordance with the Authority's annual reporting guidelines.

### **SECTION E APPROVAL**

This Quality Assurance Standard was approved by ..... and signed on behalf by:

Issue No:	Version	Name	Designation	Signature	Date



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