



BOTSWANA
Qualifications Authority

*"Building a seamless Education
and Training System"*



Norms and Standards for the Recognition of Technical and Vocational Education and Training Institutions and Awarding Bodies



NORMS AND STANDARDS

FOR THE RECOGNITION OF

TECHNICAL AND VOCATIONAL EDUCATION AND TRAINING INSTITUTIONS AND AWARDING BODIES

Published by the Botswana Qualifications Authority

The Botswana Qualifications Authority (BQA) is a State-Owned Enterprise (SOE) under the Ministry of Higher Education, established by the Botswana Qualifications Authority Act No. 24 of 2013, to provide for and maintain a national credit and qualifications framework and to co-ordinate the education, training and skills development quality assurance system.

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I. ACKNOWLEDGEMENTS

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II. FOREWORD – THE BOARD CHAIRPERSON

As the Board Chairperson of the Botswana Qualifications Authority (BQA), I am honoured to present the Norms and Standards for the Recognition of Technical and Vocational Education and Training (TVET) Institutions and Awarding Bodies. This initiative represents a transformative milestone in reshaping TVET, ensuring the TVET Sub-Framework effectively addresses the evolving demands of our economy. It also advances the Ministry of Higher Education’s mission to align TVET with industry needs.

The establishment and implementation of the Norms and Standards is in sync with the Botswana's National Skills Development Agenda, which aims to transform the nation into a knowledge-based economy by aligning education with economic needs, focusing on high-demand skills, and building a resilient workforce through initiatives like the National Skills Development Plan (NSDP) (2030) and the National Human Resource Development Strategy (NHRDS) (2009), all under the broader Vision 2036 goals for sustainable development and diversification.

The Norms and Standards provide transparent processes and requirements for the recognition of TVET institutions and Awarding Bodies. They are designed to drive institutional reform and continual quality improvement, fostering a culture of quality, excellence, accountability, and innovation in the education and training sector. By promoting consistent standards across all TVET institutions and Awarding Bodies, the Norms and Standards will enhance public confidence in TVET qualifications.

The Board acknowledges and commends the contributions of all stakeholders, including government ministries, industry representatives, TVET providers, Awarding Bodies, students, and social partners, whose engagement was critical to shaping the Norms and Standards that are pragmatic, forward-looking, and responsive to the national priorities.

Achieving the Norms and Standards' objectives requires a deep commitment and close collaboration between the Authority and all stakeholders involved in education and training quality management. As Board Chairperson, I reaffirm our commitment to providing the strategic oversight that ensures TVET remains demand-driven, industry-responsive, minimises skills mismatch, and propels national economic development.

Mr Gabaake Gabaake
Board Chairperson

III. PREFACE – THE CHIEF EXECUTIVE OFFICER

To support Vision 2036 and National Development Plan (NDP) 12, Botswana Government is positioning Technical and Vocational Education and Training (TVET) as a key driver of economic and social transformation. Led by the Ministry of Higher Education, this initiative focuses on human capital development to drive productivity, lifelong learning, and job creation.

The Ministry of Higher Education’s policy direction for TVET emphasises a coherent, demand-driven, and industry-aligned TVET that produces competent, work-ready graduates and supports economic diversification and industrialisation. Key to this policy direction is improving institutional governance, human resources, and ensuring high-quality infrastructure. The improvement requires a clear and credible regulatory framework to guarantee systematic recognition of TVET institutions and Awarding Bodies.

The development of these Norms and Standards was informed by robust consultations with key stakeholders including government ministries, TVET institutions and Awarding Bodies, professional bodies, students, and industry representatives. The stakeholder input facilitated the establishment of the Norms and Standards that are fit for purpose, for which the Botswana Qualifications Authority is grateful. Effective implementation will undoubtedly require sustained collaboration and commitment from all parties involved in the quality assurance and delivery of TVET.

On behalf of the Botswana Qualifications Authority, I present the Norms and Standards for the Recognition of TVET Institutions and Awarding Bodies as an instrument established to systematically guide the recognition of TVET institutions and Awarding Bodies.

Ms Boitumelo Watlhaga
Acting Chief Executive Officer

IV. NORMATIVE REFERENCES

This document should be read and understood in conjunction with the following instruments:

- a) Botswana Qualifications Authority Guidelines on the Implementation of Norms and Standards for the Recognition of Technical and Vocational Education and Training Institutions and Awarding Bodies.
- b) Botswana Qualifications Authority Act.
- c) Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations.
- d) Botswana Qualifications Authority (Accreditation of Learning Programmes) Regulations.
- e) Botswana Qualifications Authority (National Credit and Qualifications Framework) Regulations.
- f) Botswana Qualifications Authority (Fees) Regulations.

V. DEFINITION OF TERMS

In this document, unless the context otherwise requires:

Academic Staff Qualifications:	Means the documented achievements and qualifications that demonstrate a person's expertise, competence, and suitability for teaching, research, and leadership roles within an institution.
Academic Year:	Means the period of learning, teaching and assessment organised in a full year in either two, three or four defined semesters.
Accreditation:	Means a process of ensuring that a Technical and Vocational Education and Training institution and a learning programme conform to the quality assurance Standards set by the Authority.
Awarding Body:	Means an entity recognised by a Competent Body, which awards recognised qualifications.
Awarding Rights:	Means the powers to award qualifications granted by the Authority to an entity recognised as a TVET institution or Awarding Body.
Campus Centre, Campus College, Campus Institute, or Campus School:	Means a non-autonomous governance unit established by an approved instrument of a TVET Institution and recognised by the Authority.
Campus:	Means the land on which a TVET institution and related institutional buildings are situated.
Certificate of Accreditation:	Means an official document issued by the Authority to confirm that a TVET institution or Awarding Body met quality assurance standards set out by the Authority for accreditation. It authorizes a TVET institution or Awarding Body to operate.
Competent Authority:	Means an organisation or entity that has legal authority, capacity, or power to perform a designated function.

Competent Body:	Means an organisation or entity that has legal authority, capacity, or power to perform recognition of TVET institutions or Awarding Bodies.
External Awarding Body:	Means an entity recognised outside Botswana as an Awarding Body by a Competent Body and not registered under the Botswana’s Societies Act, Trust Property Control Act or Companies Act.
Fit and proper:	Means the necessary skills, competencies, knowledge, traits and any other quality that allows a person to perform the duties and carry out the responsibilities of his or her position in a TVET institution or Awarding Body.
Learner:	Means a person registered to study at a TVET institution.
Letter of Interim Authority:	Means the second level of recognition of a TVET institution or Awarding Body which permits the commencement of operation of an institution or Awarding Body that has the potential capacity to offer education and training or award qualifications in line with the Standards determined by the Authority.
Library:	Means a collection of sources of information made accessible, physically and digitally, to learners and staff for reference or borrowing. It may exist as a physical building, virtual space or both.
National Credit and Qualifications Framework:	Means an instrument developed under <i>Section 4 (2) (d)</i> of the Botswana Qualifications Authority Act, 2013 for the classification of qualifications according to a set of criteria, for specified levels of learning achieved.

Norms:	Means the general rules established, implemented, and maintained by the Authority to ensure quality, consistency, safety, and efficiency in education and training.
Open, Distance, and e-Learning:	Means a mode of providing flexible learning opportunities by overcoming separation of teacher, trainer, instructor or lecturer and learner using a variety of media, including print, electronic, online and interactive face-to-face learning, teaching and assessment.
Quality Assurance:	Means a systematic, structured and continuous quality maintenance and improvement process for ensuring stakeholder confidence that the products, activities and services of a TVET institution or Awarding Body fulfil the threshold quality requirements determined by the Authority.
Quality Management System:	Means the arrangements established, implemented and maintained by a TVET institution or Awarding Body for documenting processes, procedures, and responsibilities for achieving the policies and objectives on quality.
Recognition of Prior Learning:	Means an assessment process that involves the assessment of an individual's relevant prior learning (formal, informal, non-formal learning) against the requirements specified for the learning programmes or which Recognition of Prior Learning is sought.
Recognition Status:	Means a classification conferred on a TVET institution or Awarding Body after being quality assured by the Authority.
Registration:	Means the first level of recognition of a TVET institution or Awarding Body which permits a Sponsoring Body to commence and complete the establishment of physical resources, infrastructures, systems, arrangements, qualifications, and learning programmes required

for the operation of an institution or Awarding Body.

Specialist University of Technology, University College of Technology, TVET College or TVET Centre:

Means a University of Technology or University College of Technology, TVET College or TVET Centre whose curriculum and research are limited to a specific field or discipline, rather than offering a broad range of learning programmes.

Sponsoring Body:

Means an entity that is legally and financially accountable for all activities, products, and services of a TVET institution or Awarding Body.

Standards:

Means specifications of aspects, elements, or principles to which a TVET institution, Awarding Body or a learning programme is required to conform or by which quality is judged.

Technical Instructor:

Means a person who has a craft (National Credit and Qualifications Framework (NCQF) Levels 1-5 or equivalence) or a Diploma (NCQF Level 6 or equivalence) and has been trained on pedagogy and andragogy.

The Authority:

Means the Botswana Qualifications Authority.

The Norms and Standards:

Means the Norms and Standards for the Recognition of TVET Institutions and Awarding Bodies.

The use of “Establish” in the text:

Indicates that a TVET institution or Awarding Body is required to set up, bring about, institute or create something.

The use of “Implement” in the text:

Indicates that a TVET institution or Awarding Body is required to put something into effect or put something into practice.

The use of “Maintain” in the text:

Indicates that a TVET institution or Awarding Body is required to take all reasonable steps to ensure that it keeps the same level or rate of compliance

it has attained against set Standards and consistently strives for continual improvement.

The use of “May” in the text:

Indicates that something is permitted.

The use of “Shall” in the text:

Indicates a requirement that must be met. It is used to express a Standards to be fulfilled and from which no deviation is permitted.

The use of “Should” in the text:

Indicates a recommendation to be considered. It is used to express a suggested possible alternative or course of action deemed to be particularly suitable without necessarily mentioning or excluding others.

TVET Centre:

Means a TVET institution that is generally smaller compared to a “TVET College” regarding the scope of recognition, operations, diversity and levels of learning programmes offered, qualifications awarded, governance and management structures. It provides specialised technical skills development by offering TVET in specific trades and occupations, focusing on preparing learners for careers as artisans in industry. A TVET centre work in partnership with industry, local communities, and satisfies the provisions made for TVET Centres in these Norms and Standards.

TVET College:

Means a TVET institution that is generally smaller compared to a “University of Technology” regarding the scope of recognition and operations, diversity and levels of learning programmes offered, qualifications awarded, governance and management structures. It mainly prepares learners for careers as professional technologists in industry, and works in partnership with industry, communities, and satisfies the provisions made for TVET Colleges in these Norms and Standards.

TVET Institution:	Means an entity legally recognised as an Education and Training Provider by the Authority under the TVET Sub-Framework in the NCQF.
University College of Technology:	Means a TVET institution that bridges a gap between a University of Technology and a TVET College, specialising in engineering, technology, and applied sciences, with focus on practical skills, innovation, research that prepares learners for careers in industry. It engages with industry, national, and international communities in ensuring quality delivery of education and training, and satisfies the provisions made for University College of Technology in these Norms and Standards.
University of Technology:	Means a TVET institution specialising in engineering, technology, and applied sciences, with focus on practical skills, innovation, and research that prepares learners for careers in industry. It engages with industry, national, and international communities in ensuring quality delivery of education and training, and satisfies the provisions made for Universities of Technology in these Norms and Standards.
Useable Floor Area:	Means the floor area measured from the inside face of the walls and deducting all the common use areas (corridors, etc) and uninhabitable areas (lifts, stairs, service ducts etc).

1.0 PREAMBLE

1.1 CITATION AND COMMENCEMENT OF THE DOCUMENT

1.1.1 This instrument should be cited as the *Botswana Qualifications Authority Norms and Standards for the Recognition of Technical and Vocational Education and Training Institutions and Awarding Bodies, 2026*. It shall come into effect on such date as the Authority may appoint.

1.1.2 The *Botswana Qualifications Authority Norms and Standards for the Recognition of Technical and Vocational Education and Training Institutions and Awarding Bodies* shall be entered into force on the date of its approval by the Board.

1.1.3 This instrument shall be reviewed periodically, and at a minimum, every three (3) years from the date of its approval and last revision to ensure its ongoing fitness for purpose.

1.2 AUTHORITY

1.2.1 This instrument is made under *Section 4(1) and 4(2)* of the *Botswana Qualifications Authority Act, 2013*, which state that:

1.2.1.1 **Section 4(1):** “*The objectives of the Authority shall be to provide for and maintain a national credit and qualifications framework and to co-ordinate the education, training and skills development quality assurance system.*”

1.2.1.2 **Section 4(2)(g):** “*ensure international recognition for the national qualifications system and the international comparability of qualifications*”.

1.2.1.3 **Section 4(2)(n):** “*develop and review quality Standards and ensure compliance through a monitoring and evaluation system.*”

1.2.1.4 **Section 4(2)(t):** “*set criteria for the development of national education and training quality and inspection Standards.*”

1.2.1.5 **Section 4(2)(w):** “*do all such things and perform all such functions as may be necessary for, or incidental to, the attainment of the objectives of the Authority.*”

1.2.2 The Authority conducts registration and accreditation of TVET institutions in accordance with the following Sections of the *Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016*:

1.2.2.1 Section 3(1): “A person wishing to operate as an education and training provider shall apply to the Authority for registration and accreditation”.

1.2.2.2 Section 3(3): “The application shall be in accordance with the quality assurance criteria for registration and accreditation of education and training providers determined by the Authority”.

1.2.3 The Authority conducts recognition of Awarding Bodies in accordance with the following Sections:

1.2.3.1 The *Botswana Qualifications Authority (Registration and Accreditation of Education and Training Providers) Regulations, 2016*:

a) **Section 5(1):** The Authority shall develop and implement a criterion for registration and accreditation of awarding bodies.

b) **Section 5(2):** An awarding body whose learning programmes are offered by an independent education and training provider shall apply for registration and accreditation by the Authority in a manner specified by the Authority.

c) **Section 5(3):** An awarding body referred to under sub-regulation (2) may enter into a written agreement with the education and training provider as approved by the Authority.

1.2.3.2 The *Botswana Qualifications Authority (National Credit and Qualifications Framework) Regulations, 2016*:

a) **Section 12:** A qualification to be registered on the NCQF shall be awarded by a registered and accredited education and training provider and a recognised awarding body.

b) **Section 14:** Where an education and training provider offers a learning programmes for which the qualification is awarded by an external awarding body, the Authority shall seek

evidence of accreditation by a Competent Body in the country of origin.

1.3 PURPOSE AND OBJECTIVES OF THE NORMS AND STANDARDS

1.3.1 The purpose of the Norms and Standards for the Recognition of TVET institutions and Awarding Bodies is to establish the threshold Standards against which the quality of TVET institutions and Awarding Bodies established and operating in Botswana are assessed.

1.3.2 The specific objectives of the Norms and Standards for the Recognition of TVET institutions and Awarding Bodies are to facilitate and promote:

1.3.2.1 Common understanding of quality management in TVET.

1.3.2.2 Continual quality improvement in TVET through self-assessment, external peer review, continuous monitoring and evaluation.

1.3.2.3 Transparency and accountability by providing appropriate information on the quality management system of education and training to the public and interested parties.

1.3.2.4 A sustainable quality culture in TVET sector.

1.3.2.5 National and international recognition, and mobility of learners and human resources.

1.3.2.6 International competitiveness of Botswana's TVET system.

1.3.2.7 The development of a TVET system that aims to meet the national and global human resources development needs and economic demands.

1.4 PRINCIPLES GUIDING THE ESTABLISHMENT OF THE NORMS AND STANDARDS

1.4.1 To ensure the successful establishment, implementation, and maintenance of a strong Quality Management System (QMS) in TVET, the Norms and Standards for the Recognition of TVET Institutions and Awarding Bodies are anchored on the following principles:

1.4.1.1 All aspects of quality (*quality management, quality assurance, quality control and quality culture*) are primarily the responsibility of TVET institutions and Awarding Bodies.

1.4.1.2 The autonomy, identity and integrity of TVET institutions and Awarding Bodies are acknowledged and respected by the Authority.

1.4.1.3 The Norms and Standards for the Recognition of TVET institutions and Awarding Bodies stipulate the threshold requirements to be complied with in the provision of quality TVET.

1.4.1.4 The Authority is committed to providing active support to TVET institutions and Awarding Bodies in their endeavours to surpass the threshold Standards and aspiration for a competitive edge in quality and excellence.

1.4.1.5 The growth, expansion, and diversity of TVET institutions and Awarding Bodies take into account the national human resource development priorities and the global economic demands.

1.4.1.6 TVET institutions and Awarding Bodies meet the needs and expectations of the Authority, learners, parents, and relevant stakeholders regarding the quality of their products, services, and activities.

1.4.1.7 The Norms and Standards for the Recognition of TVET institutions and Awarding Bodies promote creativity, innovation, development, academic freedom, and institutional accountability in TVET institutions and Awarding Bodies.

1.5 PREMISE FOR THE ESTABLISHMENT OF THE NORMS AND STANDARDS

1.5.1 The Norms and Standards for the Recognition of TVET institutions and Awarding Bodies were:

1.5.1.1 Established through a participatory process. The process involved engaging a range of stakeholders including TVET institutions, Awarding Bodies, Professional Bodies, Regulatory Bodies, Governmental Organisations, Non-Governmental Organisations, and learners.

1.5.1.2 Benchmarked against local, regional, international quality assurance Standards, and legislative documents.

1.5.1.3 Stated as threshold Standards that all TVET institutions and Awarding Bodies operating or wishing to operate in Botswana shall comply with.

1.6 THE SCOPE OF THE NORMS AND STANDARDS

1.6.1 These Norms and Standards are applicable to the Recognition of all TVET institutions and Awarding Bodies operating or wishing to operate in Botswana. These include Universities of Technology, University Colleges of Technology, TVET Colleges, TVET Centres, and Awarding Bodies.

2.0 CLASSIFICATION SYSTEM FOR TVET INSTITUTIONS

The classification system for TVET institutions recognises the differences in the institutional missions, visions, scope of recognition, operation, products, activities, and services. It facilitates efficient regulation of TVET institutions and Awarding Bodies, enabling the Authority to adequately consider the context of each category in establishing and implementing quality assurance instruments.

2.1 THE OBJECTIVES OF THE CLASSIFICATION SYSTEM

2.1.1 The objectives of the Classification System for TVET institutions operating in Botswana are to:

2.1.1.1 Guide the appropriate recognition and regulation of different categories of TVET institutions established and operating in Botswana.

2.1.1.2 Define the categories and scope of operation for TVET institutions established and operating in Botswana. The scope of operation is defined in terms of the institutional quality management system's requirements, NCQF levels of the learning programmes offered, NCQF levels of the qualifications awarded and the extent of involvement in research, innovation and community engagement activities.

2.2 CATEGORIES FOR THE CLASSIFICATION OF TVET INSTITUTIONS

2.2.1 The Classification System used by the Authority for the recognition of TVET institutions shall have the following Recognition Categories:

2.2.1.1 University of Technology

2.2.1.2 University College of Technology

2.2.1.3 TVET College

2.2.1.4 TVET Centre

2.2.2 THE UNIVERSITY OF TECHNOLOGY

2.2.2.1 Without derogating or detracting from the provisions made under the Norms and Standards for the Registration and Accreditation of Universities of Technology, a TVET institution shall be classified under the “University of Technology” category and be identified as a University of Technology provided it:

- a) Satisfies the requirements stipulated under the Norms and Standards for the Registration and Accreditation of Universities of Technology.
- b) Acquires the status of “University of Technology” granted by the Authority.
- c) Demonstrates the capacity to deliver learning programmes and award qualifications up to Doctoral Degrees (NCQF Level 10).
- d) Maintains at least three (3) Faculties or equivalent units constituted by at least two (2) Departments or comparable units each.
- e) Demonstrates a strong focus on technical, practical, career-oriented, work-integrated, and industry-aligned education and training.
- f) Maintains industry partnerships and collaborates with local and international institutions, organisations, and communities for implementing innovative research and development, learning programme development, delivery, review, and evaluation.
- g) Equips learners with relevant technical, entrepreneurship, and soft skills to enhance their employability and self employment opportunities.
- h) Extensively contributes to the creation, advancement, expansion, and dissemination of knowledge focusing on applied sciences and technology.

2.2.2.2 The Authority may exempt a specialist University of Technology from the provisions made under *Part 2.2.2.1(d)*.

2.2.3 THE UNIVERSITY COLLEGE OF TECHNOLOGY

2.2.3.1 Without derogating or detracting from the provisions made under the Norms and Standards for the Registration and Accreditation of University Colleges of Technology, a TVET institution shall be classified under the “University College of Technology” category and be identified as a University College of Technology provided it:

- a) Satisfies the requirements stipulated under the Norms and Standards for the Registration and Accreditation of University Colleges of Technology.
- b) Acquires the status of “University College of Technology” granted by the Authority.
- c) Acquires affiliation to a University recognised by a Competent Body in accordance with the *Botswana Qualifications Authority Guidelines on Collaborative and Transnational Provisions*.
- d) Demonstrates the capacity to deliver learning programmes and award qualifications up to taught Master’s Degrees (NCQF Level 9).
- e) Maintains at least one (1) Faculty or comparable unit constituted by at least two (2) Departments or comparable units.
- f) Demonstrates a strong focus on technical, practical, career-oriented, work-integrated, and industry-aligned education and training.
- g) Maintains industry partnerships and collaborates with local and international institutions, organisations, and communities for implementing innovative research and development, learning programme development, delivery, review, and evaluation.
- h) Equips learners with relevant technical, entrepreneurship, and soft skills to enhance their employability and self employment opportunities.

- i) Contributes to the creation, advancement, expansion, and dissemination of knowledge within the scope of its recognition.

2.2.3.2 The Authority may exempt a specialist University College of Technology from the provisions made under 2.2.3.1(e).

2.2.4 THE TVET COLLEGE

2.2.4.1 Without derogating or detracting from the provisions made under the Norms and Standards for the Registration and Accreditation of TVET Colleges, a TVET institution shall be classified under the “TVET College” category and be identified as a TVET College provided it:

- a) Satisfies the Norms and Standards for the Registration and Accreditation of TVET Colleges.
- b) Acquires the status of “TVET College” granted by the Authority.
- c) Demonstrates the capacity to deliver learning programmes and award qualifications up to Diploma (NCQF Level 6).
- d) Maintains at least three (3) Diploma (NCQF Level 6) learning programmes, recognised by the Authority.
- e) Maintains defined departments or units that are consistent with its products, activities and services.
- f) Demonstrates a strong focus on technical, practical, career-oriented, work-integrated, and industry-aligned education and training.
- g) Maintains industry partnerships and collaborates with local institutions, organisations, and communities for implementing learning programmes development, delivery, review, and evaluation.
- h) Equips learners with relevant technical, entrepreneurship, and soft skills to enhance their employability and self employment opportunities.

2.2.4.2 Authority may exempt a specialist TVET College from the provisions made under *Part 2.2.4.1(d)*.

2.2.5 THE TVET CENTRES

2.2.5.1 Without derogating or detracting from the provisions made under the Norms and Standards for the Registration and Accreditation of TVET Centres, a TVET institution shall be classified under the “TVET Centre” category and be identified as a TVET Centre provided it:

- a) Satisfies the Norms and Standards for the Registration and Accreditation of TVET Centres.
- b) Acquires the status of a “TVET Centre” granted by the Authority.
- c) Demonstrates the capacity to deliver learning programmes and award qualifications up to Certificate V (NCQF Level 5).
- d) Maintains at least three (3) Certificates (NCQF Levels 1-5) learning programmes recognised by the Authority.
- e) Maintains defined departments or units that are consistent with its products, activities and services.
- f) Demonstrates a strong focus on technical, practical, career-oriented, work-integrated, and industry-aligned education and training.
- g) Equips learners with relevant technical, entrepreneurship, and soft skills to enhance their employability and self employment opportunities.
- h) Maintains industry partnerships and collaborates with local institutions, organisations and communities for purposes of learning programmes development, delivery, review and evaluation.

2.2.5.2 The Authority may exempt a specialist TVET Centre from the provisions made under *Part 2.2.5.1(d)*.

3.0 REGISTRATION AND ACCREDITATION OF UNIVERSITIES OF TECHNOLOGY

- 3.1** A University of Technology shall comply with the requirements stipulated under the Norms and Standards for the Registration and Accreditation of Universities of Technology.
- 3.2** The Norms and Standards for the Registration and Accreditation of Universities of Technology shall be the basis upon which the Authority grants Registration, Letter of Interim Authority, and Certificate of Accreditation to a University of Technology.
- 3.3** A University of Technology may use the term “University of Technology” as part of the institution’s name, provided it obtains permission from the Authority.
- 3.4** Granting of Registration by the Authority shall be the first level of recognition of a University of Technology.
- 3.5** Registration shall be valid for a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant.
- 3.6** Granting of a Letter of Interim Authority shall be the second level of recognition of a University of Technology.
- 3.7** A Letter of Interim Authority shall be valid for a period not exceeding five (5) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 3.8** Granting of a Certificate of Accreditation shall be the third level of recognition of a University of Technology.
- 3.9** A Certificate of Accreditation shall be valid for a period not exceeding ten (10) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 3.10** Registration, a Letter of Interim Authority, and a Certificate of Accreditation may be granted to a University of Technology, subject to the conditions determined by the Authority.
- 3.11** The Authority may vary the Conditions for recognition or revoke Registration, a Letter of Interim Authority or a Certificate of Accreditation of a University of Technology where the Authority has good cause to believe that the University of Technology is failing to meet the Norms and Standards for the Registration

and Accreditation of Universities of Technology or such conditions, as the Authority may impose on the University of Technology.

4.0 APPLICATION FOR REGISTRATION OF UNIVERSITIES OF TECHNOLOGY

- 4.1 A Sponsoring Body wishing to establish and operate a University of Technology in Botswana shall apply to the Authority for registration. A fee determined by the Authority shall accompany the application.
- 4.2 The Sponsoring Body shall provide a rationale for the establishment of a University of Technology showing, amongst other things, how the establishment of the University of Technology is aligned with the human resources development needs of Botswana and the global socio-economic demands.
- 4.3 The Authority may require additional information from a Sponsoring Body. If the Sponsoring Body fails to submit the required information within the period determined by the Authority, the application shall be rejected.
- 4.4 Where the Authority is satisfied that a Sponsoring Body has the potential capacity to establish a University of Technology that satisfies the Norms and Standards for the Registration and Accreditation of Universities of Technology, it shall:
- 4.4.1 Grant, to the Sponsoring Body, Registration for the University of Technology in the manner determined by the Authority.
 - 4.4.2 Record the particulars of the Registration in the register of Universities of Technology recognised under Registration.
- 4.5 A Sponsoring Body granted Registration for a University of Technology by the Authority shall, within a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant:
- 4.5.1 Commence and complete the establishment of physical resources, infrastructures, relevant systems, and arrangements required for the operation of the University of Technology.
 - 4.5.2 Have at least six (6) Bachelor's Degree (NCQF Level 7) learning programmes approved by the Authority, to be offered in at least three (3) Faculties or comparable units, each constituted by at least two (2) Departments or comparable units offering a minimum of one (1) learning programme per Department or unit.
- 4.6 Notwithstanding the provision made in *Part 4.5.1*, the provision made in *Part 2.2.2.1(d)* shall apply to a specialist University of Technology.

- 4.7** A University of Technology granted Registration by the Authority shall not:
- 4.7.1** Commence any operations.
 - 4.7.2** Advertise its activities, services, and products, including learning programmes.
 - 4.7.3** Admit or enrol learners.
- 4.8** Registration granted to a Sponsoring Body for a University of Technology by the Authority shall lapse:
- 4.8.1** Upon granting, to the Sponsoring Body, a Letter of Interim Authority in respect of the University of Technology.
 - 4.8.2** Upon its revocation by the Authority.
 - 4.8.3** On application to the Authority by the Sponsoring Body to cease the establishment of the University of Technology.
- 4.9** A Sponsoring Body for a University of Technology shall, before the expiry of its Registration, submit a Letter of Intent in the manner determined by the Authority, stating its intention and plans to commence the operation of the University of Technology.
- 4.10** Where the Authority is satisfied that a Sponsoring Body has met the prescribed requirements, it shall:
- 4.10.1** Respond to a Letter of Intent by granting, to the Sponsoring Body, a Letter of Interim Authority for the University of Technology, in the manner determined by the Authority.
 - 4.10.2** Permit the Sponsoring Body to commence the operation of the University of Technology.
 - 4.10.3** Grant, to the University of Technology, Qualification Awarding Rights to award qualifications up to Doctoral Degree (NCQF level 10).
 - 4.10.4** Record the particulars of the Letter of Interim Authority in the register of Universities of Technology recognised and operating under a Letter of Interim Authority.

- 4.11** A University of Technology granted a Letter of Interim Authority shall:
- 4.11.1** Periodically review its policies, plans, processes, systems, qualifications and learning programmes to maintain their fitness for purpose.
 - 4.11.2** Maintain relevant structures for managing and coordinating the establishment, implementation and maintenance of the institutional strategic plans and policies.
 - 4.11.3** Undergo quality assurance review activities determined by the Authority.
 - 4.11.4** Submit reports and pay fees to the Authority in the manner determined by the Authority.
- 4.12** A Letter of Interim Authority granted to a University of Technology by the Authority shall lapse:
- 4.12.1** After the expiry of a period not exceeding five (5) years from the date of issue, as the Authority may specify in the Letter of Interim Authority, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
 - 4.12.2** Upon failure to commence operation of the University of Technology within a period not exceeding two (2) years from the date of issue, as the Authority may specify in the Letter of Interim Authority.
 - 4.12.3** Upon accreditation of a University of Technology which was operating under a Letter of Interim Authority.
 - 4.12.4** Upon its revocation by the Authority.
 - 4.12.5** On application by a University of Technology to cease operation.
- 4.13** A University of Technology, whose Letter of Interim Authority lapses, may be required to wind up in accordance with the processes and guidelines determined by the Authority.

5.0 APPLICATION FOR ACCREDITATION OF UNIVERSITIES OF TECHNOLOGY

- 5.1** A University of Technology shall, after operating under a Letter of Interim Authority in Botswana for not less than four (4) years from the date of issuance of the Letter of Interim Authority, apply to the Authority for accreditation.
- 5.2** An application for accreditation of a University of Technology, accompanied by an application fee, shall be lodged with the Authority at least six (6) months before expiry of the Letter of Interim Authority.
- 5.3** The Authority may require additional information from the University of Technology. If the University of Technology fails to submit the required information within the period determined by the Authority, the application shall be rejected.
- 5.4** The Authority may require a University of Technology whose application for accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 5.5** Where the Authority is satisfied that the University of Technology has met the prescribed requirements, it shall:
- 5.5.1** Issue, to the University of Technology, a Certificate of Accreditation, in the manner determined by the Authority.
 - 5.5.2** Record the particulars of the Certificate of Accreditation in the register of accredited Universities of Technology.
- 5.6** A University of Technology granted a Certificate of Accreditation shall:
- 5.6.1** Periodically review its policies, plans, processes, systems, qualifications and learning programmes to maintain their fitness for purpose.
 - 5.6.2** Maintain relevant structures for managing and coordinating the establishment, implementation and maintenance of the institutional strategic plans and policies.
 - 5.6.3** At least six (6) months before the period of accreditation expires, apply for renewal of accreditation in the manner determined by the Authority.
 - 5.6.4** Undergo quality assurance review activities determined by the Authority.

- 5.6.5** Submit reports and pay fees to the Authority in the manner determined by the Authority.
- 5.7** Where the Authority is satisfied that a University of Technology has met the requirements for renewal of accreditation, it shall renew the accreditation of the University of Technology under the conditions determined by the Authority.
- 5.8** The Authority may require a University of Technology whose application for renewal of accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 5.9** A Certificate of Accreditation granted by the Authority to a University of Technology shall lapse:
- 5.9.1** After the expiry of a period not exceeding ten (10) years from the date of issue, as the Authority may specify in the Certificate of Accreditation.
- 5.9.2** Upon its revocation by the Authority.
- 5.9.3** On application by the University of Technology to cease operation.
- 5.10** A University of Technology whose Certificate of Accreditation lapses may be required to wind up in the manner determined by the Authority.

6.0 NORMS AND STANDARDS FOR THE REGISTRATION AND ACCREDITATION OF UNIVERSITIES OF TECHNOLOGY

All Universities of Technology shall comply with the following Norms and Standards.

6.1 NORM 1: LEGAL STATUS OF A SPONSORING BODY

An application for registration or accreditation of a University of Technology shall be submitted to the Authority by a Sponsoring Body duly recognised in Botswana.

6.1.1 STANDARD 1: LEGAL STATUS OF A SPONSORING BODY

A Sponsoring Body shall be one of the following:

6.1.1.1 A Society registered under the Societies Act.

6.1.1.2 A Trust registered under the Trust Property Control Act.

6.1.1.3 A limited liability Company registered under the Companies Act.

6.1.1.4 In the case of a Public University of Technology or entity, a duly constituted Governing Body.

6.2 NORM 2: OWNERSHIP

A Society, Trust, Company or a Governing Body wishing to apply for registration or accreditation of a University of Technology shall, in respect of its ownership, be compliant with the Act under which it was established, the Botswana Qualifications Authority Act and Regulations, and other legal and contractual obligations applicable to its products, services, and activities.

6.2.1 STANDARD 2: OWNERSHIP

A Sponsoring Body shall:

6.2.1.1 In the case of a Company, Society, or Trust:

- a)* Provide information on its registration status.
- b)* Demonstrate that the person(s) listed in the Articles of Association are fit and proper in accordance with the criteria determined by the Authority.

6.2.1.2 In the case of a Public University of Technology or entity, demonstrate that the person(s) listed in the membership of the Governing Body are fit and proper persons in accordance with the criteria determined by the Authority.

6.3 NORM 3: RATIONALE FOR THE ESTABLISHMENT AND OPERATION

A rationale showing how the establishment and operation of a University of Technology is aligned with the human resources development needs of Botswana and the global socio-economic demands shall be provided.

6.3.1 STANDARD 3: RATIONALE FOR THE ESTABLISHMENT AND OPERATION

A University of Technology shall:

6.3.1.1 Conduct a feasibility study, needs assessment or market survey and produce a report demonstrating how the establishment of the University of Technology is aligned with the human resources development needs of Botswana and the global socio-economic demands.

6.3.1.2 Submit the feasibility study, needs assessment or market survey report to the Authority in the manner determined by the Authority.

6.4 NORM 4: GOVERNANCE AND MANAGEMENT

A University of Technology shall have governance and management structures.

6.4.1 STANDARD 4: GOVERNANCE AND MANAGEMENT

A University of Technology shall:

6.4.1.1 Have headquarters situated at her main campus where the offices of the Vice Chancellor shall be located.

6.4.1.2 Establish, implement, and maintain institutional policies, statutes, rules and regulations for governance and management.

6.4.1.3 Establish and maintain a Governing Body which has members representing the interests of the Sponsoring Body.

6.4.1.4 Establish, implement, and maintain a naming system for leadership positions of units which provides for the:

- a) Appointment of the Chancellor as a titular or ceremonial head of the University of Technology.
- b) Appointment of a Vice Chancellor and a Deputy Vice Chancellor as senior academicians at the rank of Associate Professor or Professor.
- c) Appointment of persons who are at Senior Lecturer level and hold a Master's Degree (NCQF Level 9 or equivalent) in relevant academic fields as Heads of Departments, Deans of Faculties, Schools or comparable units, or Directors of units or directorates dealing with academic matters.

6.4.1.5 Establish, implement, and maintain appropriate systems and structures to ensure that there is no governance, administrative and functional disconnection between the main campus and other campuses that are under its ownership.

6.4.1.6 Establish, implement, and maintain a process for notifying the Authority, in writing, of any change to the governance and partnership arrangements.

6.4.1.7 Include learner representation in the Governing Body.

6.5 NORM 5: FINANCIAL VIABILITY

Management of financial resources of a University of Technology shall be conducted within the approved framework for institutional financial strategies, policies and processes, that are aligned with the mission, vision and strategic plans of the University of Technology and financial Standards and principles generally accepted in Botswana. A University of Technology may be subjected to a forensic audit if the Authority is satisfied that there are sufficient grounds to conduct the audit.

6.5.1 STANDARD 5: FINANCIAL VIABILITY

A University of Technology shall establish, implement, and maintain:

6.5.1.1 Financial resources capacity that demonstrates financial viability and supports its mission, vision and strategic plans.

6.5.1.2 Tuition Assurance arrangements in the form of financial surety or guarantee to ensure that it meets its financial obligations to the number of learners it has projected to enrol.

- a) The financial surety or guarantee shall be obtained from a financial services entity that is duly recognised in Botswana and shall be in the manner determined by the Authority.
- b) The Authority may permit a Public University of Technology to establish, implement, and maintain alternative Tuition Assurance arrangements that comply with its legal obligations.

6.5.1.3 Books of accounts operated in the name of the University of Technology and not in the name of any other body or entity.

6.5.1.4 A policy on financial management and planning that:

- a) Demonstrates the capacity of a University of Technology to depend on identified sustainable sources of revenue.
- b) Prohibits diversion of funds from the accounts of the University of Technology to any other accounts.

6.5.1.5 Effective systems of enterprise risk management, regulatory compliance, internal controls, and contingency management.

6.5.1.6 Financial stability that is not achieved at the expense of educational quality.

6.5.1.7 A budgetary system that ensures that the Governing Body retains appropriate autonomy in all budget and finance matters.

6.5.1.8 A process for the preparation of financial statements in accordance with international financial reporting Standards and principles generally accepted in Botswana.

6.6 NORM 6: PHYSICAL RESOURCES AND INFRASTRUCTURES

A University of Technology shall have access to adequate and appropriate physical resources and infrastructures to support theoretical, experimental, and practical learning and teaching.

6.6.1 STANDARD 6: PHYSICAL RESOURCES AND INFRASTRUCTURES

This Standard is divided into seven (7) Sub-Standards addressing requirements in respect of physical resources and infrastructures essential for effective theoretical, experimental, and practical learning and teaching.

6.6.2 STANDARD 6.1: LEARNING AND TEACHING RESOURCES

A University of Technology shall establish, implement, and maintain:

6.6.2.1 A policy on infrastructure management that addresses the procurement, utilisation, and maintenance of theoretical, experimental, and practical learning and teaching resources.

6.6.2.2 A framework for spatial development and a plan for infrastructure management.

6.6.2.3 Physical facilities and infrastructures that are adequate for the effective discharge of theoretical, experimental, and practical learning and teaching functions.

6.6.2.4 Conditions for approval from relevant Competent Authorities for all buildings and developments planned or constructed in a campus.

6.6.2.5 A process for conducting annual room audit to determine the Space Utilisation Rates (SUR).

6.6.2.6 Relevant agreements, approved by the Authority, where physical facilities, infrastructures, equipment or specialist materials are leased or loaned.

6.6.3 STANDARD 6.2: LABORATORIES AND WORKSHOPS

A University of Technology shall establish, implement, and maintain:

6.6.3.1 Laboratories, workshops, and other spaces designated for experimental and practical learning, teaching, and research activities according to the relevant national and international Standards and guidelines regarding their design and space requirements.

6.6.3.2 Appropriate and adequate equipment and resources in its laboratories, workshops and other spaces designated for experimental and practical learning, teaching, and research activities.

6.6.4 STANDARD 6.3: STAFF OFFICES

A University of Technology shall establish and maintain adequate offices with sufficient space and appropriate equipment and furniture for staff.

6.6.5 STANDARD 6.4: SAFETY, HEALTH, AND ENVIRONMENT

A University of Technology shall establish, implement, and maintain:

6.6.5.1 A policy on Safety, Health, and Environmental management that is consistent with relevant legal requirements.

6.6.5.2 A policy on Safety, Health, and Environmental management that provides for the adaptation of national or international Safety, Health, and Environmental Management systems.

6.6.5.3 A process for auditing, at specified regular intervals, the Safety, Health, and Environmental Management Systems.

6.6.5.4 A process for periodic review of the effectiveness of the Safety, Health, and Environmental Management Systems by the governing body, to ensure its alignment to the strategic direction of the University of Technology and fitness for purpose.

6.6.5.5 An environment that is conducive to theoretical, experimental and practical learning and teaching in respect of health and safety.

6.6.6 STANDARD 6.5: INFORMATION AND COMMUNICATION TECHNOLOGY

A University of Technology shall establish, implement, and maintain:

6.6.6.1 A policy on Information and Communication Technology.

6.6.6.2 Appropriate and adequate Information and Communication Technology facilities.

6.6.6.3 Adequate internet connectivity and WiFi hotspots with a capacity of at least 100 Mbps for up to 500 users, 200 Mbps for up to 1000 users and 300Mbps for over 1000 users.

6.6.6.4 Appropriate and adequate software licenses required for effective teaching, learning, and research.

6.6.7 STANDARD 6.6: ACCOMMODATION FACILITIES FOR LEARNERS

A University of Technology may establish and maintain accommodation facilities that are compliant with relevant legal requirements and aligned with the *Guidelines on Student Accommodation* determined by the Authority.

6.6.8 STANDARD 6.7: LIBRARY FACILITIES AND RESOURCES

A University of Technology shall have a library that supports teaching, learning, and research, taking into account:

6.6.8.1 Institutional Effectiveness

A University of Technology shall define, develop, and measure outcomes that contribute to institutional effectiveness.

6.6.8.2 Professional Values

A University of Technology shall advance professional values of intellectual freedom, intellectual property rights and values, user privacy and confidentiality, collaboration, and user-centred service.

6.6.8.3 Educational Roles

A University of Technology shall support learners and develop their capacity to discover, access, and use information effectively for academic success, research, and lifelong learning.

6.6.8.4 **Discovery**

A University of Technology shall support users to discover information in all formats through effective use of technology and organization of knowledge.

6.6.8.5 **Collections**

A University of Technology shall provide access to collections sufficient in quality, depth, diversity, format, and currency to support learning, teaching, and research.

6.6.8.6 **Space**

A University of Technology shall serve as an intellectual common where users interact with ideas in both physical and virtual environments to facilitate learning, teaching, and the creation of new knowledge.

6.6.8.7 **Management, Administration and Leadership**

The library representative of a University of Technology shall participate in the decision-making structures to inform resource allocation and ensure that the library's mission is implemented efficiently.

6.6.8.8 **Personnel**

A University of Technology shall have a sufficient number of appropriately qualified library personnel to ensure excellence and to function successfully in an environment of dynamic change.

6.6.8.9 **External Relations**

Library management shall engage relevant stakeholders through multiple strategies in order to advocate, educate, and promote library values.

6.7 NORM 7: HUMAN RESOURCES

A University of Technology shall have policies on human resources that are inclusive, and that ensure recruitment and retention of adequate number of appropriately qualified and competent staff to deliver theoretical, experimental, and practical learning and teaching and achieve its mission and vision.

6.7.1 STANDARD 7: HUMAN RESOURCES

A University of Technology shall establish, implement, and maintain:

6.7.1.1 Policies on recruitment, selection, and promotion of staff which provide for the recruitment of an adequate number of appropriately qualified staff, equality of opportunities, and inclusivity.

6.7.1.2 A policy on staff development and continuous professional development.

6.7.1.3 Adequate number of appropriately qualified and competent staff.

6.7.1.4 A process for periodic monitoring, evaluation, and appraisal of staff.

6.7.1.5 A process for ensuring appropriate staff-learners' ratios for all learning programmes offered.

6.8 NORM 8: ADMISSIONS AND ENROLMENT

A University of Technology shall have policies on admission and enrolment of learners that provide for access and equity by ensuring fair and equitable recruitment and admission.

6.8.1 STANDARD 8: ADMISSIONS AND ENROLMENT

A University of Technology shall establish, implement, and maintain:

6.8.1.1 A policy on admissions and enrolment that is aligned to the relevant industrial and professional Standards.

6.8.1.2 Processes, procedures, and requirements on admissions and enrolment.

6.8.1.3 A process for induction of learners into the institution and learning programmes.

6.9 NORM 9: LEARNER SUPPORT, WELFARE AND WELLNESS SERVICES

A University of Technology shall provide learner support services that are proportionate to the learners' population and needs.

6.9.1 STANDARD 9: LEARNER SUPPORT, WELFARE AND WELLNESS SERVICES

A University of Technology shall establish, implement, and maintain:

6.9.1.1 A policy on learner support that makes provision for matters related to the welfare, wellness, and wellbeing of learners.

6.9.1.2 A disciplinary policy and process for learners.

6.9.1.3 A process for establishing Memorandums of Agreement on hired or outsourced learner support services.

6.9.1.4 Rules, regulations and processes for managing grievances of learners.

6.9.1.5 A process for advising learners on accessible learner support services.

6.10 NORM 10: QUALITY MANAGEMENT

A University of Technology shall institutionalize an internal Quality Management System.

6.10.1 STANDARD 10: QUALITY MANAGEMENT

A University of Technology shall establish, implement, and maintain:

6.10.1.1 A policy on institutional quality management that is consistent with its mission, vision and strategic plans.

6.10.1.2 A policy on institutional quality management that provides for the adaptation of a national or international quality management system to assure internal quality.

- 6.10.1.3 Processes for the establishment, implementation, monitoring, and evaluation of the institutional Quality Management System.
- 6.10.1.4 A process for auditing, at specified regular intervals, the Quality Management System.
- 6.10.1.5 A process for periodic review of the effectiveness of the Quality Management System by the governing body, to ensure its alignment to the strategic direction of the University of Technology and fitness for purpose.

6.11 NORM 11: INFORMATION AND DATA MANAGEMENT SYSTEM

A University of Technology shall collect, analyse, and utilise relevant information to effectively manage its learning programmes and other activities, products, and services, taking into account the requirements of the Authority and relevant legal obligations regarding data management and security.

6.11.1 STANDARD 11: INFORMATION AND DATA MANAGEMENT SYSTEM

A University of Technology shall establish, implement, and maintain:

- 6.11.1.1 A policy on information and data management that is consistent with its institutional mission, vision, strategic plans and legal requirements.
- 6.11.1.2 Processes for collecting, analysing, utilizing, and storing data.
- 6.11.1.3 Processes for internal and external communication.

6.12 NORM 12: RESEARCH DEVELOPMENT AND INNOVATION

A University of Technology shall encourage, promote, and engage in innovative research consistent with its mission, vision, policies, and strategic plans while actively addressing the national and international socio-economic needs.

6.12.1 STANDARD 12: RESEARCH DEVELOPMENT AND INNOVATION

A University of Technology shall establish, implement, and maintain:

6.12.1.1 A policy on research development and innovation.

6.12.1.2 Research management systems and strategies.

6.12.1.3 Standards and processes for the approval of research proposals, theses, and the conduct and supervision of research studies.

6.12.1.4 Processes for acquisition and provision of adequate infrastructures and resources that facilitate innovative research and publication.

6.12.1.5 Processes for the quality management of research.

6.12.1.6 Processes for collaboration and partnerships in research development and innovation.

6.13 NORM 13: LEARNING PROGRAMME DEVELOPMENT, DELIVERY, REVIEW AND EVALUATION

A University of Technology shall develop, deliver, review and evaluate learning programmes that are aligned with its mission, vision, strategic plans, National Human Resource Development Strategy, national, international and professional Standards and the needs of relevant stakeholders.

6.13.1 STANDARD 13: LEARNING PROGRAMME DEVELOPMENT, DELIVERY, REVIEW AND EVALUATION

A University of Technology shall establish, implement, and maintain:

6.13.1.1 Policies on learning programme development, delivery, review, and evaluation.

- 6.13.1.2 Processes for introducing new learning programmes and amending or phasing out current learning programmes.
- 6.13.1.3 A process for stakeholder engagement in learning programme development, delivery, review, and evaluation.
- 6.13.1.4 A process for conducting tracer studies, at specified periodic intervals to monitor and evaluate the effectiveness and impact of its learning programmes.
- 6.13.1.5 Formal agreements, established in accordance with the *Guidelines on Collaborative and Transnational Provisions*, determined by the Authority, for all learning programmes offered in partnership with other Education and Training Providers, Awarding Bodies, or entities.
- 6.13.1.6 A policy on work-integrated learning established according to the *Guidelines on Work-Integrated Learning* determined by the Authority.

6.14 NORM 14: ASSESSMENT, MODERATION, AND PROGRESSION

Consistent with the policies on assessment, moderation, and progression determined by the Authority, a University of Technology shall conduct systematic, fair, and transparent assessment and moderation.

6.14.1 STANDARD 14: ASSESSMENT, MODERATION AND PROGRESSION

A University of Technology shall establish, implement, and maintain:

- 6.14.1.1 Policies and processes on assessment, moderation, and progression that are consistent with the institutional mission, vision, and satisfy the policies determined by the Authority.
- 6.14.1.2 A process for the management of lecturer's or instructor's visit reports, learner's portfolios, and logbooks for work-integrated learning.
- 6.14.1.3 Processes for ensuring that reports on assessment, moderation, and progression, as well as feedback from learners, assessors, moderators, and relevant stakeholders, are used to inform staff development and continual improvement of learning, teaching, and assessment practices.

6.14.1.4 Appeals process for learners who may feel aggrieved by the assessment processes or results.

6.14.1.5 Processes for ensuring that assessment procedures, materials, and data are secure.

6.15 NORM15: COMMUNITY ENGAGEMENT

A University of Technology shall encourage, promote, and engage in community outreach programmes as part of its social responsibility.

6.15.1 STANDARD 15: COMMUNITY ENGAGEMENT

A University of Technology shall establish, implement, and maintain:

6.15.1.1 A policy on the management of community engagement activities that are consistent with the institutional mission, vision, and strategic plans.

6.15.1.2 Processes of incorporating community engagement in its activities.

6.15.1.3 A process for partnering with other stakeholders in community engagement for sustainable development.

6.16 NORM 16: OPEN, DISTANCE, AND E-LEARNING

A University of Technology may establish Open, Distance, and e-Learning (ODeL) campuses or centres for the purpose of promoting access to education and training.

6.16.1 STANDARD 16: OPEN, DISTANCE, AND E-LEARNING

A University of Technology wishing to establish Open, Distance, and e-Learning campuses or centres shall implement and maintain:

6.16.1.1 A policy on Open, Distance, and e-Learning that is:

- a) In accordance with the *Policy and Guidelines on Open, Distance, and e-Learning* determined by the Authority.
- b) Consistent with the institutional mission, vision and strategic plans.

6.17 NORM 17: QUALIFICATION DEVELOPMENT AND REVIEW

A University of Technology shall develop, periodically review and continually improve qualifications recognised under its name to ensure that they are consistently fit for purpose.

6.17.1 STANDARD 17: QUALIFICATION DEVELOPMENT AND REVIEW

A University of Technology shall establish, implement, and maintain:

- 6.17.1.1 Policies on qualification development and review in accordance with the policies, Standards, guidelines, and processes determined by the Authority.
- 6.17.1.2 Processes for amending or phasing out qualifications in accordance with policies and guidelines for qualification development and review determined by the Authority.
- 6.17.1.3 A process for stakeholder engagement during qualification development and review.

6.18 NORM 18: REGISTRATION AND CERTIFICATION OF LEARNERS

A University of Technology shall have policies on registration and certification of learners that provide for access and equity and shall not issue digital certificates without prior approval by the Authority.

6.18.1 STANDARD 18: REGISTRATION AND CERTIFICATION OF LEARNERS

A University of Technology shall establish, implement, and maintain:

- 6.18.1.1 A policy and processes on registration of learners.
- 6.18.1.2 A policy and processes on certification in line with the *Norms and Standards on Certification for TVET Institutions*.
- 6.18.1.3 Data management system that provides for the management of data on registration and certification.
- 6.18.1.4 A process for issuing duplicate or replacement certificates.
- 6.18.1.5 A process for the revocation or withdrawal of certificates.

6.18.1.6 Overt and covert design features on certificates for security purposes.

6.18.1.7 Processes for ensuring the security of the assessment procedures, materials, data, and places for producing certificates.

6.19 NORM 19: MALPRACTICE AND MALADMINISTRATION

A University of Technology shall have policies on malpractice and maladministration regarding its operations.

6.19.1 STANDARD 19: MALPRACTICE AND MALADMINISTRATION

A University of Technology shall establish, implement, and maintain:

6.19.1.1 A policy on assessment malpractice and maladministration.

6.19.1.2 Processes for investigating suspected malpractice and maladministration.

6.19.1.3 Process for engaging and informing the Authority about incidents of malpractice and maladministration.

6.19.1.4 A whistleblowing policy.

6.20 NORM 20: WITHDRAWAL OF QUALIFICATIONS

Consistent with the *Guidelines on Withdrawal of Qualifications* determined by the Authority, a University of Technology shall have arrangements for the withdrawing qualifications recognised under its name.

6.20.1 STANDARD 20: WITHDRAWAL OF QUALIFICATIONS

A University of Technology shall establish, implement, and maintain:

6.20.1.1 A policy and processes on withdrawal of qualifications.

6.20.1.2 A process for communicating, to the Authority, learners and relevant stakeholders, its intentions and plans to withdraw a qualification.

7.0 REGISTRATION AND ACCREDITATION OF UNIVERSITY COLLEGES OF TECHNOLOGY

- 7.1** A University College of Technology is a TVET institution that has established collaborative partnership, in accordance with the Botswana Qualifications Authority *Guidelines on Collaborative and Transnational Provisions*, with a university recognised by a Competent Body.
- 7.2** A University College of Technology shall, *mutatis mutandis*, comply with the requirements stipulated under the Norms and Standards for the Registration and Accreditation of Universities Technology.
- 7.3** The Norms and Standards for the Registration and Accreditation of Universities of Technology and the partnership agreements between a University College of Technology and its collaborative partners shall be the basis upon which the Authority grants Registration, a Letter of Interim Authority and a Certificate of Accreditation to a University College of Technology.
- 7.4** A University College of Technology may use the term “University College of Technology” as part of the institution’s name, provided it obtains permission from the Authority.
- 7.5** Granting of Registration by the Authority shall be the first level of recognition of a University College of Technology.
- 7.6** Registration shall be valid for a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant.
- 7.7** Granting of a Letter of Interim Authority shall be the second level of recognition of a University College of Technology.
- 7.8** A letter of Interim Authority shall be valid for a period not exceeding five (5) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 7.9** Granting of a Certificate of Accreditation shall be the third level of recognition of a University College of Technology.
- 7.10** A Certificate of Accreditation shall be valid for a period not exceeding ten (10) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.

- 7.11** Registration, a Letter of Interim Authority and a Certificate of Accreditation may be granted to a University College of Technology, subject to the conditions determined by the Authority.
- 7.12** The Authority may vary the conditions of recognition or revoke Registration, a Letter of Interim Authority or the Certificate of Accreditation of a University College of Technology where the Authority has good cause to believe that the University College of Technology is failing to meet the Norms and Standards for the Registration and Accreditation of University Colleges of Technology, partnership agreements or such conditions, as the Authority may impose on a University College of Technology.

8.0 APPLICATION FOR REGISTRATION OF UNIVERSITY COLLEGES OF TECHNOLOGY

- 8.1** A Sponsoring Body wishing to establish and operate a University College of Technology in Botswana shall apply to the Authority for registration. A fee determined by the Authority shall accompany the application.
- 8.2** The Sponsoring Body shall provide a rationale for the establishment of a University College of Technology showing, amongst other things, how the establishment of the University College of Technology is aligned with the human resources development needs of Botswana and the global economic demands.
- 8.3** The Authority may require additional information from the Sponsoring Body. If the applicant fails to submit the required information within the period determined by Authority, the application shall be rejected.
- 8.4** Where the Authority is satisfied that a Sponsoring Body has the potential capacity to establish a University College of Technology that complies with the Norms and Standards for the Registration and Accreditation of University Colleges of Technology and the agreement between a University College and its collaborative partners, it shall:
- 8.4.1** Grant, to the Sponsoring Body, Registration for the University College of Technology in the manner determined by the Authority.
 - 8.4.2** Record the particulars of the Registration in the register of University Colleges of Technology recognised under Registration.
- 8.5** A Sponsoring Body granted Registration for a University College of Technology by the Authority shall, within a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant:
- 8.5.1** Commence and complete the establishment of physical resources, infrastructures, relevant systems and arrangements required for the operation of the University College of Technology.
 - 8.5.2** Have at least four (4) Bachelor's Degree (NCQF Level 7) learning programmes approved by the Authority, offered in at least one (1) Faculty or comparable unit with at least two (2) Departments or comparable units offering at least two (2) learning programmes per Department or comparable units.
- 8.6** Notwithstanding the provision made in *Part 8.5.2*, the provision made in *Part 2.2.3.2* shall apply to a specialist University College of Technology.

- 8.7** A University College of Technology granted Registration shall not:
- 8.7.1** Commence any operations.
 - 8.7.2** Advertise its activities, services, and products, including learning programme.
 - 8.7.3** Admit or enrol learners.
- 8.8** Registration granted to a Sponsoring Body for a University College of Technology by the Authority shall lapse:
- 8.8.1** Upon granting, to the Sponsoring Body, a Letter of Interim Authority in respect of the University College of Technology.
 - 8.8.2** Upon its revocation by the Authority.
 - 8.8.3** On application to the Authority by the Sponsoring Body to cease the establishment of the University College of Technology.
- 8.9** A Sponsoring Body for a University College of Technology shall, before the expiry of its Registration, submit a Letter of Intent, in the manner determined by the Authority, stating its intention and plans to commence the operation of the University College of Technology.
- 8.10** Where the Authority is satisfied that a Sponsoring Body has met the prescribed requirements, it shall:
- 8.10.1** Respond to a Letter of Intent by granting, to the Sponsoring Body, a Letter of Interim Authority for the University College of Technology in the manner determined by the Authority.
 - 8.10.2** Permit the Sponsoring Body to commence the operation of the University College of Technology.
 - 8.10.3** Grant, to the University College of Technology, Qualification Awarding Rights to award qualifications up to Master's taught Degree (NCQF level 9).
 - 8.10.4** Record the particulars of the Letter of Interim Authority in the register of University Colleges of Technology recognised and operating under a Letter of Interim Authority.

- 8.11** A University College of Technology granted a Letter of Interim Authority shall:
- 8.11.1** Periodically review its policies, plans, processes, systems, qualifications, and learning programmes to maintain their fitness for purpose.
 - 8.11.2** Maintain relevant structures for managing and coordinating the establishment, implementation, and maintenance of the institutional strategic plans and policies.
 - 8.11.3** Submit reports and pay fees to the Authority in the manner determined by the Authority.
 - 8.11.4** Undergo quality assurance review activities determined by the Authority.
- 8.12** A Letter of Interim Authority granted to a University College of Technology by the Authority shall lapse:
- 8.12.1** After the expiry of a period not exceeding five (5) years from the date of issue, as the Authority may specify in the Letter of Interim Authority, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
 - 8.12.2** Upon failure to commence operation of the University College of Technology within a period not exceeding two (2) years from the date of issue, as the Authority may specify in the Letter of Interim Authority.
 - 8.12.3** Upon accreditation of a University College of Technology which was operating under a Letter of Interim Authority.
 - 8.12.4** Upon its revocation by the Authority.
 - 8.12.5** On application by a University College of Technology to cease operation.
- 8.13** A University College of Technology, whose Letter of Interim Authority lapses, may be required to wind up in accordance with the processes and guidelines determined by the Authority.

9.0 APPLICATION FOR ACCREDITATION OF UNIVERSITY COLLEGES OF TECHNOLOGY

- 9.1** A University College of Technology shall, after operating under a Letter of Interim Authority in Botswana for not less than four (4) years from the date of issuance of the Letter of Interim Authority, apply to the Authority for accreditation.
- 9.2** A University College of Technology may apply to the Authority for a change in its Recognition Status from a University College of Technology to a University of Technology, after operating in Botswana for not less than four (4) years from the date of registration.
- 9.3** A University College of Technology may concurrently apply to the Authority for accreditation and a change in its Recognition Category from University College of Technology status to University of Technology status.
- 9.4** An application for accreditation of a University College of Technology, accompanied by an application fee, shall be lodged with the Authority at least six (6) months before expiry of the Letter of Interim Authority.
- 9.5** The Authority may require additional information from the University College of Technology. If the University College of Technology fails to submit the required information within the period determined by the Authority, the application shall be rejected.
- 9.6** The Authority may require a University College of Technology whose application for accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 9.7** Where the Authority is satisfied that an applicant has met the prescribed requirements, it shall:
- 9.7.1** Issue, to the applicant, a Certificate of Accreditation for a University College of Technology, in the manner determined by the Authority.
- 9.7.2** Record the particulars of the Certificate of Accreditation in the register of accredited University Colleges of Technology.

- 9.8** A University College of Technology granted a Certificate of Accreditation shall:
- 9.8.1** Periodically review its policies, plans, processes, systems, qualifications, and learning programmes to maintain their fitness for purpose.
 - 9.8.2** Maintain relevant structures for managing and coordinating the establishment, implementation, and maintenance of the institutional strategic plans and policies.
 - 9.8.3** Undergo quality assurance review activities determined by the Authority.
 - 9.8.4** Submit reports and pay fees to the Authority in the manner determined by the Authority.
 - 9.8.5** At least six (6) months before the period of accreditation expires, apply for renewal of accreditation in the manner determined by the Authority.
- 9.9** Where the Authority is satisfied that a University College of Technology satisfies the requirements for renewal of accreditation, it shall renew the accreditation of the University College of Technology under the condition determined by the Authority.
- 9.10** The Authority may require a University College of Technology whose application for renewal of accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 9.11** A Certificate of Accreditation granted by the Authority to a University College of Technology shall lapse:
- 9.11.1** After the expiry of a period not exceeding ten (10) years from the date of issue, as the Authority may specify in the Certificate of Accreditation.
 - 9.11.2** Upon its revocation by the Authority.
 - 9.11.3** On application by the University College of Technology to cease operation.
- 9.12** A University College of Technology, whose Certificate of Accreditation lapses, may be required to wind up in the manner determined by the Authority.

10.0 NORMS AND STANDARDS FOR THE REGISTRATION AND ACCREDITATION OF UNIVERSITY COLLEGES OF TECHNOLOGY

- 10.1** As stated in *Part 7.2*, a University College of Technology shall, *mutatis mutandis*, comply with the Norms and Standards for the Registration and Accreditation of Universities of Technology (*Refer to Part 6.0*).
- 10.2** In addition to the provision made in *Part 10.1*, a University College of Technology shall establish, implement, and maintain collaborative partnership, in accordance with the Botswana Qualifications Authority *Guidelines on Collaborative and Transnational Provisions*, with a University of Technology recognised by a Competent Body.

11.0 REGISTRATION AND ACCREDITATION OF TVET COLLEGES

- 11.1** A TVET College shall comply with the requirements stipulated in the Norms and Standards for the Registration and Accreditation of TVET Colleges.
- 11.2** The Norms and Standards for the Registration and Accreditation of TVET Colleges shall be the basis upon which the Authority grants Registration, Letter of Interim Authority, and Certificate of Accreditation to TVET Colleges.
- 11.3** A TVET College may use the term “College” as part of the institution’s name, provided it obtains permission from the Authority.
- 11.4** Granting of Registration by the Authority shall be the first level of recognition of a TVET College.
- 11.5** Registration shall be valid for a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant.
- 11.6** Granting of a Letter of Interim Authority shall be the second level of recognition of a TVET College.
- 11.7** A Letter of Interim Authority shall be valid for a period not exceeding five (5) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 11.8** Granting of a Certificate of Accreditation shall be the third level of recognition of a TVET College.
- 11.9** A Certificate of Accreditation shall be valid for a period not exceeding ten (10) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 11.10** Registration, a Letter of Interim Authority and a Certificate of Accreditation may be granted to a TVET College, subject to the conditions determined by the Authority.
- 11.11** The Authority may vary the conditions for recognition or revoke Registration, a Letter of Interim Authority or a Certificate of Accreditation of a TVET College where the Authority has good cause to believe that the TVET College is failing to meet the Norms and Standards for the Registration and Accreditation of TVET Colleges or such conditions as the Authority may impose on the TVET College.

12.0 APPLICATION FOR REGISTRATION OF TVET COLLEGES

- 12.1** A Sponsoring Body wishing to establish and operate a TVET College in Botswana shall apply to the Authority for registration. A fee determined by the Authority shall accompany the application.
- 12.2** The Sponsoring Body shall provide a rationale for the establishment of a TVET College showing, amongst other things, how the establishment of the TVET College is aligned with the human resources development needs of Botswana and the global socio-economic demands.
- 12.3** The Authority may require additional information from a Sponsoring Body. If the Sponsoring Body fails to submit the required information within the period determined by Authority, the application shall be rejected.
- 12.4** Where the Authority is satisfied that the Sponsoring Body has the potential capacity to establish a TVET College that satisfies the Norms and Standards for the Registration and Accreditation of TVET Colleges, it shall:
- 12.4.1** Grant, to the Sponsoring Body, Registration for the TVET College in the manner determined by the Authority.
- 12.4.2** Record the particulars of the Registration in the register of TVET Colleges recognised under Registration.
- 12.5** A Sponsoring Body granted Registration for a TVET College by the Authority shall, within a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant:
- 12.5.1** Commence and complete the establishment of physical resources, infrastructures, relevant systems, and arrangements required for the operation of the TVET College.
- 12.5.2** Have at least three (3) Diploma (NCQF Level 6) learning programmes approved by the Authority.
- 12.6** Notwithstanding the provision made in *Part 8.8.2, Part 2.2.3.1(d)* shall apply to a specialist TVET College.

- 12.7** A TVET College granted Registration by the Authority shall not:
- 12.7.1** Commence any operations.
 - 12.7.2** Advertise its activities, services and products, including learning programmes.
 - 12.7.3** Admit or enrol learners.
- 12.8** Registration granted to a Sponsoring Body for a TVET College by the Authority shall lapse:
- 12.8.1** Upon granting, to the Sponsoring Body, a Letter of Interim Authority in respect of the TVET College.
 - 12.8.2** Upon its revocation by the Authority.
 - 12.8.3** On application to the Authority by the Sponsoring Body to cease the establishment of a TVET College.
- 12.9** A Sponsoring Body for a TVET College shall, before the expiry of its Registration, submit a Letter of Intent in the manner determined by the Authority, stating its intention and plans to commence the operation of the TVET College.
- 12.10** Where the Authority is satisfied that a Sponsoring Body has met the prescribed requirements, it shall:
- 12.10.1** Respond to a Letter of Intent by granting, to the Sponsoring Body, a Letter of Interim Authority for the TVET College in the manner determined by the Authority.
 - 12.10.2** Permit the Sponsoring Body to commence the operation of the TVET College.
 - 12.10.3** Grant, to the TVET College, Qualification Awarding Rights to award qualifications up to Diploma (NCQF level 6).
 - 12.10.4** Record the particulars of the Letter of Interim Authority in the register of TVET Colleges recognised and operating under a Letter of Interim Authority.

12.11 A TVET College granted a Letter of Interim Authority shall:

12.11.1 Periodically review its policies, plans, processes, systems, qualifications, and learning programmes to maintain their fitness for purpose.

12.11.2 Maintain relevant structures for managing and coordinating the establishment, implementation, and maintenance of the institutional strategic plans and policies.

12.11.3 Submit reports and pay fees to the Authority in the manner determined by the Authority.

12.11.4 Undergo quality assurance review activities determined by the Authority.

12.12 A Letter of Interim Authority granted to a TVET College by the Authority shall lapse:

12.12.1 After the expiry of a period not exceeding five (5) years from the date of issue, as the Authority may specify in the Letter of Interim Authority, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.

12.12.2 Upon failure to commence operation of the TVET College within a period not exceeding two (2) years from the date of issue, as the Authority may specify in the Letter of Interim Authority.

12.12.3 Upon accreditation of a TVET College which was operating under a Letter of Interim Authority.

12.12.4 Upon its revocation by the Authority.

12.12.5 On application by a TVET College to cease operation.

12.13 A TVET College whose Letter of Interim Authority lapses may be required to wind up in accordance with the processes and guidelines determined by the Authority.

13.0 APPLICATION FOR ACCREDITATION OF TVET COLLEGES

- 13.1** A TVET College shall, after operating under a Letter of Interim Authority in Botswana for not less than four (4) years from the date of issuance of the Letter of Interim Authority, apply to the Authority for accreditation.
- 13.2** An application for accreditation of a TVET College, accompanied by an application fee, shall be lodged with the Authority at least six (6) months before expiry of the Letter of Interim Authority.
- 13.3** The Authority may require additional information from the TVET College. If the TVET College fails to submit the required information within the period determined by the Authority, the application shall be rejected.
- 13.4** The Authority may require a TVET College whose application for accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 13.5** Where the Authority is satisfied that an applicant has met the prescribed requirements, it shall:
- 13.5.1** Issue, to the TVET College, a Certificate of Accreditation, in the manner determined by the Authority.
 - 13.5.2** Record the particulars of the Certificate of Accreditation in the register of accredited TVET Colleges.
- 13.6** A TVET College granted a Certificate of Accreditation shall:
- 13.6.1** Periodically review its policies, plans, processes, systems, qualifications, and learning programmes to maintain their fitness for purpose.
 - 13.6.2** Maintain relevant structures for managing and coordinating the establishment, implementation, and maintenance of the institutional strategic plans and policies.
 - 13.6.3** At least six (6) months before the period of accreditation expires, apply for renewal of accreditation in the manner determined by the Authority.
 - 13.6.4** Undergo quality assurance review activities determined by the Authority.
 - 13.6.5** Submit reports and pay fees to the Authority in the manner determined by the Authority.

- 13.7** Where the Authority is satisfied that a TVET College complies with the requirements for renewal of accreditation, it shall renew the accreditation of the TVET College under the conditions determined by the Authority.
- 13.8** The Authority may require a TVET College whose application for renewal of accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 13.9** A Certificate of Accreditation granted by the Authority to a TVET College shall lapse:
- 13.9.1** After the expiry of a period not exceeding ten (10) years from the date of issue, as the Authority may specify in the Certificate of Accreditation.
 - 13.9.2** Upon its revocation by the Authority.
 - 13.9.3** On application by the TVET College to cease operation.
- 13.10** A TVET College whose Certificate of Accreditation lapses may be required to wind up in the manner determined by the Authority.

14.0 NORMS AND STANDARDS FOR THE REGISTRATION AND ACCREDITATION OF TVET COLLEGES

All TVET Colleges shall comply with the following Norms and Standards.

14.1 NORM 1: THE LEGAL STATUS OF A SPONSORING BODY

An application for registration and accreditation of a TVET College shall be submitted to the Authority by a Sponsoring Body duly recognised in Botswana.

14.1.1 STANDARD 1: THE LEGAL STATUS OF A SPONSORING BODY

A Sponsoring Body shall be one of the following:

- 14.1.1.1 A Society registered under the Societies Act.
- 14.1.1.2 A Trust registered under the Trust Property Control Act.
- 14.1.1.3 A limited liability Company registered under the Companies Act.
- 14.1.1.4 In the case of Public TVET College or entity, a duly constituted Governing Body.

14.2 NORM 2: OWNERSHIP

A Society, Trust, Company, or a Governing Body wishing to apply for registration or accreditation of a TVET College shall, in respect of its ownership, be compliant with the Act under which it was established, the Botswana Qualifications Authority Act and Regulations, and relevant legal and contractual obligations applicable to its products, services, and activities.

14.2.1 STANDARD 2: OWNERSHIP

A Sponsoring Body shall:

- 14.2.1.1 In the case of a Company, Society or Trust:
 - a) Provide information on its registration status.
 - b) Demonstrate that the person(s) listed in the Articles of Association are fit and proper in accordance with the criteria determined by the Authority.

- 14.2.1.2 In the case of a Public TVET College or entity, demonstrate that the person(s) listed in the membership of the Governing Body are fit and proper persons in accordance with the criteria determined by the Authority.

14.3 NORM 3: RATIONALE FOR ESTABLISHMENT AND OPERATION

A rationale showing how the establishment and operation of a TVET College is aligned with the human resources development needs of Botswana and the global socio-economic demands shall be provided.

14.3.1 STANDARD 3: RATIONALE FOR ESTABLISHMENT AND OPERATION

A TVET College shall:

- 14.3.1.1 Conduct a feasibility study, needs assessment or market survey and produce a report demonstrating how the establishment of a TVET College is aligned with the human resources development needs of Botswana and the global socio-economic demands.
- 14.3.1.2 Submit the feasibility study, needs assessment or market survey report to the Authority in the manner determined by the Authority.

14.4 NORM 4: GOVERNANCE AND MANAGEMENT

A TVET College shall have governance and management structures.

14.4.1 STANDARD 4: GOVERNANCE AND MANAGEMENT

A TVET College shall:

- 14.4.1.1 Have headquarters situated at her main campus where the offices of the Principal shall be located.
- 14.4.1.2 Establish, implement, and maintain institutional policies, statutes, rules, and regulations for governance and management.
- 14.4.1.3 Establish and maintain a Governing Body which has members representing the interests of the Sponsoring Body.

- 14.4.1.4 Establish, implement, and maintain a naming system for leadership positions of units which provides for the:
- a) Appointment of a Principal who is, as a minimum, at the rank of a Senior Lecturer.
 - b) Appointment of persons who are at Senior Lecturer level and hold a Master's Degree (NCQF Level 9 or equivalent) in relevant academic fields as Heads of Departments, Deans of Faculties, Schools or comparable units, or Directors of units or directorates dealing with academic matters.
- 14.4.1.5 Establish, implement, and maintain appropriate systems and structures to ensure that there is no governance, administrative, and functional disconnection between the main campus and other campuses that are under its ownership.
- 14.4.1.6 Establish, implement, and maintain a process for notifying the Authority, in writing, of any change to the governance and partnership arrangements.
- 14.4.1.7 Include learner representation in the Governing Body.

14.5 NORM 5: FINANCIAL VIABILITY

Management of financial resources shall be conducted within an approved framework for institutional financial strategies, policies and processes, that are aligned with the mission, vision, and strategic plans of a TVET College, and financial Standards and principles generally accepted in Botswana. A TVET College may be subjected to a forensic audit if the Authority is satisfied that there are sufficient grounds to conduct the audit.

14.5.1 STANDARD 5: FINANCIAL VIABILITY

A TVET College shall establish, implement, and maintain:

- 14.5.1.1 Financial resources capacity that demonstrates financial viability and supports its mission, vision and strategic plans.
- 14.5.1.2 Tuition Assurance arrangements in the form of financial surety or guarantee to ensure that it meets its financial obligations to the number of learners it has projected to enrol.

- a) The financial surety or guarantee shall be obtained from a financial services entity that is duly recognised in Botswana and shall be in the manner determined by the Authority.
- b) The Authority may permit a Public TVET College to establish, implement, and maintain alternative Tuition Assurance arrangements that comply with relevant legal requirements.

14.5.1.3 Books of accounts operated in the name of the TVET College and not in the name of any other body or entity.

14.5.1.4 A policy on financial management and planning that:

- a) Demonstrates the capacity of a TVET College to depend on identified sustainable sources of revenue.
- b) Prohibits diversion of funds from the accounts of a TVET College to any other accounts.

14.5.1.5 Effective systems of enterprise risk management, regulatory compliance, internal controls, and contingency management.

14.5.1.6 Financial stability that is not achieved at the expense of educational quality.

14.5.1.7 A budgetary system that ensures that the Governing Body retains appropriate autonomy in all budget and finance matters.

14.5.1.8 A process for the preparation of financial statements in accordance with international financial reporting Standards and principles generally accepted in Botswana.

14.6 NORM 6: PHYSICAL RESOURCES AND INFRASTRUCTURES

A TVET College shall have access to adequate and appropriate physical resources and infrastructures to support theoretical, experimental, and practical learning and teaching.

14.6.1 STANDARD 6: PHYSICAL RESOURCES AND INFRASTRUCTURES

This Standard are divided into seven (7) Sub-Standards addressing requirements in respect of physical resources and infrastructures essential for the effective theoretical, experimental, and practical learning and teaching.

14.6.2 STANDARD 6.1: LEARNING AND TEACHING RESOURCES

A TVET College shall establish, implement, and maintain:

- 14.6.2.1 A policy on infrastructure management that addresses the procurement, utilisation, and maintenance of theoretical, experimental, and practical learning and teaching resources.
- 14.6.2.2 A framework for spatial development and a plan for infrastructure management.
- 14.6.2.3 Physical facilities and infrastructures that are adequate for the effective discharge of theoretical, experimental, and practical learning and teaching functions.
- 14.6.2.4 Conditions for approval from relevant Competent Authorities for all buildings and developments planned or constructed in a campus.
- 14.6.2.5 A process for conducting annual room audit to determine the Space Utilisation Rates (SUR).
- 14.6.2.6 Relevant agreements approved by the Authority, where physical facilities, infrastructures, equipment or specialist materials are leased or loaned.

14.6.3 STANDARD 6.2: LABORATORIES AND WORKSHOPS

A TVET College shall establish, implement, and maintain:

- 14.6.3.1 Laboratories, workshops and other spaces designated for theoretical, experimental, and practical learning and

teaching activities according to relevant national and international Standards and guidelines regarding their design and space requirements.

- 14.6.3.2 Appropriate and adequate equipment and resources in its laboratories, workshops and other spaces designated for theoretical, experimental, and practical learning and teaching.

14.6.4 STANDARD 6.3: STAFF OFFICES

A TVET College shall establish and maintain adequate offices with sufficient space and appropriate equipment and furniture for staff.

14.6.5 STANDARD 6.4: SAFETY, HEALTH, AND ENVIRONMENT

A TVET College shall establish, implement, and maintain:

- 14.6.5.1 A policy on Safety, Health, and Environmental Management that is consistent with relevant legal requirements.
- 14.6.5.2 A policy on Safety, Health, and Environmental Management that provides for the adaptation of national or international Safety, Health, and Environmental Management Systems.
- 14.6.5.3 A process for auditing, at specified regular intervals, the Safety, Health, and Environmental Management Systems.
- 14.6.5.4 A process for periodic review of the effectiveness of the Safety, Health, and Environmental Management Systems by the governing body, to ensure its alignment to strategic direction of the TVET College and fitness for purpose.
- 14.6.5.5 An environment that is conducive to theoretical, experimental, and practical learning and teaching in respect of health and safety.

14.6.6 STANDARD 6.5: INFORMATION AND COMMUNICATION TECHNOLOGY

A TVET College shall establish, implement, and maintain:

- 14.6.6.1 A policy on Information and Communication Technology.
- 14.6.6.2 Appropriate and adequate Information and Communication Technology facilities.

14.6.6.3 Adequate internet connectivity and WiFi hotspots with capacity of at least 100 Mbps for up to 500 users, 200 Mbps for up to 1000 users and 300 Mbps for over 1000 users.

14.6.6.4 Adequate and appropriate software licenses required for effective learning and teaching.

14.6.7 STANDARD 6.6: ACCOMMODATION FACILITIES FOR LEARNERS

A TVET College may establish and maintain accommodation facilities that are compliant with relevant legal requirements and aligned with the *Guidelines on Student Accommodation* determined by the Authority.

14.6.8 STANDARD 6.7: LIBRARY FACILITIES AND RESOURCES

A TVET College shall with respect to library resources, *mutatis mutandis*, comply with provisions made under *Part 6.6.8 (Standard 6.7: Library Facilities and Resources)*.

14.7 NORM 7: HUMAN RESOURCES

A TVET College shall have policies on human resources that are inclusive, and that ensure the recruitment and retention of adequate number of appropriately qualified and competent staff to deliver theoretical, experimental, and practical learning and teaching and achieve its mission and vision.

14.7.1 STANDARD 7: HUMAN RESOURCES

A TVET College shall establish, implement, and maintain:

14.7.1.1 Policies on recruitment, selection, and promotion of staff which provide for the recruitment of an adequate number of appropriately qualified and competent staff, equality of opportunities, and inclusivity.

14.7.1.2 A policy on staff development and continuous professional development.

14.7.1.3 Adequate number of appropriately qualified and competent staff whose qualification requirements for employment are

based on the *Framework for Academic Staff Qualifications - TVET Colleges and Centres* determined by the Authority.

14.7.1.4 A process for periodic monitoring, evaluation, and appraisal of staff.

14.7.1.5 A process for ensuring appropriate staff-Learners' ratios for all learning programmes offered.

14.8 NORM 8: ADMISSION AND ENROLMENT

A TVET College shall have policies on admission and enrolment of learners that provide for access and equity by ensuring fair and equitable recruitment and admission.

14.8.1 STANDARD 8: ADMISSION AND ENROLMENT

A TVET College shall establish, implement, and maintain:

14.8.1.1 A policy on admissions and enrolment that is aligned to the relevant industrial and professional Standards.

14.8.1.2 Processes, procedures, and requirements on admissions and enrolments.

14.8.1.3 A process for induction of learners into the TVET College and learning programmes.

14.9 NORM 9: LEARNER SUPPORT, WELFARE, AND WELLNESS SERVICES

A TVET College shall provide learner support services that are proportionate to the learners' population and needs.

14.9.1 STANDARD 9: LEARNER SUPPORT, WELFARE, AND WELLNESS SERVICES

A TVET College shall establish, implement, and maintain:

14.9.1.1 A policy on learner support that makes provision for matters related to the welfare, wellness, and wellbeing of learners.

14.9.1.2 A disciplinary policy and process for learners.

- 14.9.1.3 A process for establishing Memorandums of Agreement on hired or outsourced learner support services.
- 14.9.1.4 Rules, regulations and processes for managing grievances of learners.
- 14.9.1.5 A process for advising learners on accessible learner support services.
- 14.9.1.6 Memorandums of Agreement guiding the implementation of placement of learners for purposes of work-integrated learning.

14.10 NORM 10: QUALITY MANAGEMENT

A TVET College shall institutionalize an internal Quality Management System.

14.10.1 STANDARD 10: QUALITY MANAGEMENT

A TVET College shall establish, implement, and maintain:

- 14.10.1.1 A policy on institutional quality management that is consistent with its mission, vision and strategic plans.
- 14.10.1.2 A policy on institutional quality management that provides for the adaptation of a national or international quality management system to assure internal quality.
- 14.10.1.3 Processes for the establishment, implementation, monitoring, and evaluation of the Institutional Quality Management System.
- 14.10.1.4 A process for auditing, at specified regular intervals, the Quality Management System.
- 14.10.1.5 A process for periodic review of the effectiveness of the Quality Management System by the governing body, to ensure its alignment to strategic direction of the TVET College and fitness for purpose.

14.11 NORM 11: INFORMATION AND DATA MANAGEMENT SYSTEM

A TVET College shall collect, analyse, and utilise relevant information to effectively manage its learning programmes and other activities, products, and services taking into account the requirements of the Authority and relevant legal obligations regarding data management and security.

14.11.1 STANDARD 11: INFORMATION AND DATA MANAGEMENT SYSTEM

A TVET College shall establish, implement, and maintain:

- 14.11.1.1 A policy on Information and Data Management that is consistent with its institutional mission, vision, strategic plans, and legal requirements.
- 14.11.1.2 Process for collecting, analysing, utilizing data, and storing data.
- 14.11.1.3 Process for internal and external communication.

14.12 NORM 12: RESEARCH DEVELOPMENT AND INNOVATION

A TVET College may encourage, promote, and engage in innovative research consistent with its mission, vision, policies, and strategic plans while actively addressing the national and international socio-economic needs.

14.12.1 STANDARD 12: RESEARCH DEVELOPMENT AND INNOVATION

A TVET College wishing to engage in research shall establish, implement, and maintain:

- 14.12.1.1 A policy on research development and innovation.
- 14.12.1.2 Research management systems and strategies.
- 14.12.1.3 Standards and processes for the approval of research proposals and conduct of research studies.
- 14.12.1.4 Processes for acquisition and provision of adequate infrastructures and resources that facilitate innovative research and publication.
- 14.12.1.5 Processes for the quality management of research.

14.12.1.6 Processes for collaboration and partnerships in research development and innovation.

14.13 NORM 13: LEARNING PROGRAMME DEVELOPMENT, DELIVERY, REVIEW, AND EVALUATION

A TVET College shall develop, deliver, review, and evaluate learning programmes that are aligned with its mission, vision, strategic plans, National Human Resource Development Strategy, national, international, and professional Standards and the needs of relevant stakeholders.

14.13.1 STANDARD 13: LEARNING PROGRAMME DEVELOPMENT, DELIVERY, REVIEW, AND EVALUATION

A TVET College shall establish, implement, and maintain:

- 14.13.1.1 Policies on learning programme development, delivery, review, and evaluation.
- 14.13.1.2 Processes for introducing new learning programmes and amending or phasing out current learning programmes.
- 14.13.1.3 A process for stakeholder engagement in learning programme development, delivery, review, and evaluation.
- 14.13.1.4 A process for conducting tracer studies, at specified periodic intervals to monitor and evaluate the effectiveness and impact of its learning programmes.
- 14.13.1.5 Formal agreements, established in accordance with the *Authority Guidelines on Collaborative and Transnational Provisions*, determined by the Authority, for all learning programmes offered in partnership with other Education and Training Providers, Awarding Bodies or entities.
- 14.13.1.6 A policy on work-integrated learning established according to the *Guidelines on Work-Integrated Learning* determined by the Authority.

14.14 NORM 14: ASSESSMENT, MODERATION, AND PROGRESSION

Consistent with the policy on assessment and moderation determined by the Authority, a TVET College shall conduct systematic, fair, and transparent assessment and moderation.

14.14.1 STANDARD 14: ASSESSMENT, MODERATION, AND PROGRESSION

A TVET College shall establish, implement, and maintain:

- 14.14.1.1 Policies and processes on assessment, moderation, and progression that are consistent with the institutional mission, vision and satisfy the policies determined by the Authority.
- 14.14.1.2 A process for the management of lecturer's or instructor's visit reports, learner's portfolios and logbooks for work-integrated learning.
- 14.14.1.3 Processes for ensuring that reports on assessment, moderation, and progression as well as feedback from learners, assessors, moderators, and relevant stakeholders, are used to inform staff development and continual improvement of learning, teaching, and assessment practices.
- 14.14.1.4 Appeals process for learners who may feel aggrieved by the assessment processes or results.
- 14.14.1.5 Processes for ensuring that assessment procedures, materials, and data are secure.

14.15 NORM 15: COMMUNITY ENGAGEMENT

A TVET College may encourage, promote, and engage in community outreach programmes as part of its social responsibility.

14.15.1 STANDARD 15: COMMUNITY ENGAGEMENT

A TVET College wishing to engage in community outreach programmes as part of its social responsibility shall establish, implement, and maintain:

- 14.15.1.1 A policy on the management of community engagement activities that are consistent with the institutional mission, vision, and strategic plans.
- 14.15.1.2 Processes of incorporating community engagement in its activities.
- 14.15.1.3 A process for partnering with other stakeholders in the community engagement for sustainable development.

14.16 NORM 16: OPEN, DISTANCE, AND E-LEARNING

A TVET College may establish Open, Distance, and e-Learning (ODeL) campuses or centres to promote access to education and training.

14.16.1 STANDARD 16: OPEN, DISTANCE, AND E-LEARNING

A TVET College wishing to establish Open, Distance, and e-Learning (ODeL) campuses or centres shall implement and maintain:

- 14.16.1.1 A policy on Open, Distance, and e-Learning that is:
 - a) In accordance with the *Policy and Guidelines on Open, Distance, and e-Learning* determined by the Authority
 - b) Consistent with the institutional mission, vision and strategic plans.

14.17 NORM 17: QUALIFICATION DEVELOPMENT AND REVIEW

A TVET College shall develop, periodically review, and continually improve qualifications recognised under its name to ensure that they are consistently fit for purpose.

14.17.1 STANDARD 17: QUALIFICATION DEVELOPMENT AND REVIEW

A TVET College shall establish, implement, and maintain:

- 14.17.1.1 Policies on qualification development and review in accordance with the policies, Standards, guidelines and processes determined by the Authority.
- 14.17.1.2 Processes for amending or phasing out qualifications in accordance with policies and guidelines for qualification development and review determined by the Authority.
- 14.17.1.3 A process for stakeholder engagement during qualification development and review.

14.18 NORM 18: REGISTRATION AND CERTIFICATION OF LEARNERS

A TVET College shall have policies on registration and certification of learners that provide for access and equity and shall not issue digital certificates without prior approval by the Authority.

14.18.1 STANDARD 18: REGISTRATION AND CERTIFICATION OF LEARNERS

A TVET College shall establish, implement, and maintain:

- 14.18.1.1 A policy and processes on registration of learners.
- 14.18.1.2 A policy and processes on certification in line with the *Norms and Standards on Certification for TVET Institutions*.
- 14.18.1.3 Data management system that provides for the management of data on registration and certification.
- 14.18.1.4 A process for issuing duplicate or replacement certificates.
- 14.18.1.5 A process for the revocation or withdrawal of certificates.

- 14.18.1.6 Overt and covert security design features on certificates for security purposes.
- 14.18.1.7 Processes for ensuring the security of the assessment procedures, materials, data, and places for producing certificates.

14.19 NORM 19: MALPRACTICE AND MALADMINISTRATION

A TVET College shall have policies on malpractice and maladministration regarding its operations.

14.19.1 STANDARD 19: MALPRACTICE AND MALADMINISTRATION

A TVET College shall establish, implement, and maintain:

- 14.19.1.1 A policy on assessment malpractice and maladministration.
- 14.19.1.2 Processes for investigating suspected malpractice and maladministration.
- 14.19.1.3 Process for engaging and informing the Authority about incidents of malpractice and maladministration.
- 14.19.1.4 A whistleblowing policy.

14.20 NORM 20: WITHDRAWAL OF QUALIFICATIONS

Consistent with the *Guidelines on Withdrawal of Qualifications*, determined by the Authority, a TVET College shall have arrangements for withdrawing qualifications recognised under its name.

14.20.1 STANDARD 20: WITHDRAWAL OF QUALIFICATIONS

A TVET College shall establish, implement, and maintain:

- 14.20.1.1 A policy and processes on withdrawal of qualifications.
- 14.20.1.2 A process for communicating, to the Authority, learners and relevant stakeholders, its intentions and plans to withdraw a qualification.

15.0 REGISTRATION AND ACCREDITATION OF TVET CENTRES

- 15.1** TVET Centres shall comply with the requirements stipulated in the Norms and Standards for the Registration and Accreditation of TVET Centres.
- 15.2** The Norms and Standards for the Registration and Accreditation of TVET Centres shall be the basis upon which the Authority grants Registration, Letter of Interim Authority and Certificate of Accreditation to TVET Centres.
- 15.3** A TVET centre may use the term “TVET Centre” as part of the institution’s name, provided it obtains permission from the Authority.
- 15.4** Granting of Registration by the Authority shall be the first level of recognition of a TVET Centre.
- 15.5** Registration shall be valid for a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant.
- 15.6** Granting of a Letter of Interim Authority shall be the second level of recognition of a TVET Centre.
- 15.7** A Letter of Interim Authority shall be valid for a period not exceeding five (5) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 15.8** Granting of a Certificate of Accreditation shall be the third level of recognition of a TVET Centre.
- 15.9** A Certificate of Accreditation shall be valid for a period not exceeding ten (10) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 15.10** Registration, a Letter of Interim Authority and a Certificate of Accreditation may be granted to a TVET Centre, subject to the conditions determined by the Authority.
- 15.11** The Authority may vary the conditions for recognition or revoke Registration, a Letter of Interim Authority or a Certificate of Accreditation of a TVET Centre where the Authority has good cause to believe that the TVET Centre is failing to meet the Norms and Standards for the Registration and Accreditation of TVET Centres or such conditions, as the Authority may impose on the TVET Centre.

16.0 APPLICATION FOR REGISTRATION OF TVET CENTRES

- 16.1** A Sponsoring Body wishing to establish and operate a TVET Centre in Botswana shall apply to the Authority for registration. A fee determined by the Authority shall accompany the application.
- 16.2** The Sponsoring Body shall provide a rationale for the establishment of a TVET Centre showing, amongst other things, how the establishment of the TVET Centre is aligned with the human resources development needs of Botswana and the global socio-economic demands.
- 16.3** The Authority may require additional information from a Sponsoring Body. If the Sponsoring Body fails to submit the required information within the period determined by Authority, the application shall be rejected.
- 16.4** Where the Authority is satisfied that the Sponsoring Body has the potential capacity to establish a TVET Centre that satisfies the Norms and Standards for the Registration and Accreditation of TVET Centres, it shall:
- 16.4.1** Grant, to the Sponsoring Body, Registration for the TVET Centre in the manner determined by the Authority.
 - 16.4.2** Record the particulars of the Registration in the register of the TVET Centres recognised under Registration.
- 16.5** A Sponsoring Body granted Registration for a TVET Centre by the Authority shall, within a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant:
- 16.5.1** Commence and complete the establishment of physical resources, infrastructures, relevant systems, and arrangements required for the operation of the TVET Centre.
 - 16.5.2** Have at least three (3) Certificate (NCQF Level 1-5) learning programmes approved by the Authority.
- 16.6** Notwithstanding the provision made in *Part 12.5.2, Part 2.2.4.1 (e)*, shall apply to a specialist TVET Centre.

- 16.7** A TVET Centre granted Registration by the Authority shall not:
- 16.7.1** Commence any operations.
 - 16.7.2** Advertise its activities, services and products, including learning programmes.
 - 16.7.3** Admit or enrol learners.
- 16.8** Registration granted to a Sponsoring Body for a TVET Centre by the Authority shall lapse:
- 16.8.1** Upon granting, to the Sponsoring Body, a Letter of Interim Authority in respect of the TVET Centre.
 - 16.8.2** Upon its revocation by the Authority.
 - 16.8.3** On application to the Authority by the Sponsoring Body to cease the establishment of a TVET Centre.
- 16.9** A Sponsoring Body for a TVET Centre shall, before the expiry of its Registration, submit a Letter of Intent in the manner determined by the Authority, stating its intention and plans to commence the operation of the TVET Centre.
- 16.10** Where the Authority is satisfied that a Sponsoring Body has met the prescribed requirements, it shall:
- 16.10.1** Respond to a Letter of Intent by granting, to the Sponsoring Body, a Letter of Interim Authority for the TVET Centre in the manner determined by the Authority.
 - 16.10.2** Permit the Sponsoring Body to commence the operation of the TVET Centre.
 - 16.10.3** Grant, to the TVET Centre, Qualification Awarding Rights to award qualifications up to Certificate (NCQF level 1-5).
 - 16.10.4** Record the particulars of the Letter of Interim Authority in the register of TVET Centres recognised and operating under a Letter of Interim Authority.

16.11 A TVET Centre granted a Letter of Interim Authority shall:

16.11.1 Periodically review its policies, plans, processes, systems, qualifications, and learning programmes to maintain their fitness for purpose.

16.11.2 Maintain relevant structures for managing and coordinating the establishment, implementation, and maintenance of the institutional strategic plans and policies.

16.11.3 Undergo quality assurance review activities determined by the Authority.

16.11.4 Submit reports and pay fees to the Authority in the manner determined by the Authority.

16.12 A Letter of Interim Authority granted to a TVET Centre by the Authority shall lapse:

16.12.1 After the expiry of a period not exceeding five (5) years from the date of issue, as the Authority may specify in the Letter of Interim Authority, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.

16.12.2 Upon failure to commence operation of the TVET Centre within a period not exceeding two (2) years from the date of issue, as the Authority may specify in the Letter of Interim Authority.

16.12.3 Upon accreditation of a TVET Centre which was operating under a Letter of Interim Authority.

16.12.4 Upon its revocation by the Authority.

16.12.5 On application by a TVET Centre to cease operation.

16.13 A TVET Centre whose Letter of Interim Authority lapses may be required to wind up in accordance with the processes and guidelines determined by the Authority.

17.0 APPLICATION FOR ACCREDITATION OF TVET CENTRES

- 17.1** A TVET Centre shall, after operating under a Letter of Interim Authority in Botswana for not less than four (4) years from the date of issuance of the Letter of Interim Authority, apply to the Authority for accreditation.
- 17.2** An application for accreditation of a TVET Centre, accompanied by an application fee, shall be lodged with the Authority at least six (6) months before expiry of the Letter of Interim Authority.
- 17.3** The Authority may require additional information from the TVET Centre. If the TVET Centre fails to submit the required information within the period determined by the Authority, the application shall be rejected.
- 17.4** The Authority may require a TVET Centre whose application for accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 17.5** Where the Authority is satisfied that an applicant has met the prescribed requirements, it shall:
- 17.5.1** Issue, to the applicant, a Certificate of Accreditation for the TVET Centre, in the manner determined by the Authority.
 - 17.5.2** Record the particulars of the Certificate of Accreditation in the register of accredited TVET Centres.
- 17.6** A TVET Centre granted a Certificate of Accreditation shall:
- 17.6.1** Periodically review its policies, plans, processes, systems, qualifications, and learning programmes to maintain their fitness for purpose.
 - 17.6.2** Maintain relevant structures for managing and coordinating the establishment, implementation, and maintenance of the institutional strategic plans and policies.
 - 17.6.3** At least six (6) months before the period of accreditation expires, apply for renewal of accreditation in the manner determined by the Authority.
 - 17.6.4** Undergo quality assurance review activities determined by the Authority.
 - 17.6.5** Submit reports and pay fees to the Authority in the manner determined by the Authority.

- 17.7** Where the Authority is satisfied that a TVET Centre complies with the requirements for renewal of accreditation, it shall renew the accreditation of the TVET Centre under the conditions determined by the Authority.
- 17.8** The Authority may require a TVET Centre whose application for renewal of accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 17.9** A Certificate of Accreditation granted by the Authority to a TVET Centre shall lapse:
- 17.9.1** After the expiry of a period not exceeding ten (10) years from the date of issue, as the Authority may specify in the Certificate of Accreditation.
 - 17.9.2** Upon its revocation by the Authority.
 - 17.9.3** On application by the TVET Centre to cease operation.
- 17.10** A TVET Centre whose Certificate of Accreditation lapses may be required to wind up in the manner determined by the Authority.

18.0 NORMS AND STANDARDS FOR THE REGISTRATION AND ACCREDITATION OF TVET CENTRES

All TVET Centres shall comply with the following Norms and Standards.

18.1 NORM 1: THE LEGAL STATUS OF A SPONSORING BODY

An application for registration and accreditation of a TVET Centre shall be submitted to the Authority by a Sponsoring Body duly recognised in Botswana.

18.1.1 STANDARD 1: THE LEGAL STATUS OF A SPONSORING BODY

A Sponsoring Body shall be one of the following:

- 18.1.1.1 A Society registered under the Societies Act.
- 18.1.1.2 A Trust registered under the Trust Property Control Act.
- 18.1.1.3 A limited liability Company registered under the Companies Act.
- 18.1.1.4 In the case of a Public TVET Centre or entity, a duly constituted Governing Body.

18.2 NORM 2: OWNERSHIP

A Society, Trust, Company, or a Governing Body wishing to apply for registration or accreditation of a TVET Centre shall, in respect of its ownership, be compliant with the Act under which it was established, the Botswana Qualifications Authority Act and Regulations, and relevant legal and contractual obligations applicable to its products, services, and activities.

18.2.1 STANDARD 2: OWNERSHIP

A Sponsoring Body shall:

- 18.2.1.1 In the case of a Company, Society or Trust:
 - a) Provide information on its registration status.
 - b) Demonstrate that the person(s) listed in the Articles of Association are fit and proper in accordance with the criteria determined by the Authority.

- 18.2.1.2 In the case of a Public TVET Centre or entity, demonstrate that the person(s) listed in the membership of the Governing Body are fit and proper persons in accordance with the criteria determined by the Authority.

18.3 NORM 3: RATIONALE FOR ESTABLISHMENT AND OPERATION

A rationale showing how the establishment and operation of a TVET Centre is aligned with the human resources development needs of Botswana and the global socio-economic demands shall be provided.

18.3.1 STANDARD 3: RATIONALE FOR ESTABLISHMENT AND OPERATION

A TVET Centre shall:

- 18.3.1.1 Conduct a feasibility study, needs assessment or market survey and produce a report demonstrating how the establishment of a TVET Centre is aligned with the human resources development needs of Botswana and the global socio-economic demands.
- 18.3.1.2 Submit the feasibility study, needs assessment or market survey report to the Authority in the manner determined by the Authority.

18.4 NORM 4: GOVERNANCE AND MANAGEMENT

A TVET Centre shall have governance and management structures.

18.4.1 STANDARD 4: GOVERNANCE AND MANAGEMENT

A TVET Centre shall:

- 18.4.1.1 Have the headquarters situated at her main campus, where the offices of the Principal shall be located.
- 18.4.1.2 Establish, implement, and maintain institutional policies, statutes, rules and regulations for governance and management.
- 18.4.1.3 Establish and maintain a Governing Body which has members representing the interests of the Sponsoring Body.

- 18.4.1.4 Establish, implement, and maintain a naming system for leadership positions of units which provides for the:
- a) Appointment of the Principal of the TVET Centre who is at the rank of a Senior Technical Instructor and holds a Bachelor's Degree (NCQF Level 7 or equivalent) in a relevant academic field.
 - b) Appointment of persons who hold a Diploma (NCQF Level 6 or equivalent) in a relevant academic field and are at the rank of a Senior Technical Instructor as Heads of Departments or comparable units dealing with academic matters.
- 18.4.1.5 Establish, implement, and maintain appropriate systems and structures to ensure that there is no governance, administrative, and functional disconnection between the main campus and other campuses of the TVET Centre.
- 18.4.1.6 Establish, implement, and maintain a process for notifying the Authority, in writing, of any change to the governance and partnership arrangements.
- 18.4.1.7 Include learner representation in the Governing Body.

18.5 NORM 5: FINANCIAL VIABILITY

Management of financial resources shall be conducted within approved framework for institutional financial strategies, policies and processes, that are aligned with the mission, vision and strategic plans of a TVET Centre, and financial Standards and principles generally accepted in Botswana. A TVET Centre may be subjected to a forensic audit if the Authority is satisfied that there are sufficient grounds to conduct the audit.

18.5.1 STANDARD 5: FINANCIAL VIABILITY

A TVET Centre shall establish, implement, and maintain:

- 18.5.1.1 Financial resources capacity that demonstrates financial viability and supports its mission, vision and strategic plans.
- 18.5.1.2 Tuition Assurance arrangements in the form of financial surety or guarantee to ensure that it meets its financial obligations to the number of learners it has projected to enrol.

- a) The financial surety or guarantee shall be obtained from a financial services entity that is duly recognised in Botswana and shall be in the manner determined by the Authority.
- b) The Authority may permit a Public TVET Centre to establish, implement, and maintain alternative Tuition Assurance arrangements that comply with relevant legal requirements.

18.5.1.3 Books of accounts operated in the name of the TVET Centre and not in the name of any other body or entity.

18.5.1.4 A policy on financial management and planning that:

- a) Demonstrates the capacity of a TVET Centre to depend on identified sustainable sources of revenue.
- b) Prohibits the diversion of funds from the accounts of a TVET Centre to any other accounts.

18.5.1.5 Effective systems of enterprise risk management, regulatory compliance, internal controls, and contingency management.

18.5.1.6 Financial stability that is not achieved at the expense of educational quality.

18.5.1.7 A budgetary system that ensures that the Governing Body retains appropriate autonomy in all budget and finance matters.

18.5.1.8 A process for the preparation of financial statements in accordance with international financial reporting Standards and principles generally accepted in Botswana.

18.6 NORM 6: PHYSICAL RESOURCES AND INFRASTRUCTURES

A TVET Centre shall have access to adequate and appropriate physical resources and infrastructures to support theoretical, experimental, and practical learning and teaching.

18.6.1 STANDARD 6: PHYSICAL RESOURCES AND INFRASTRUCTURES

This Standard are divided into seven (7) Sub-Standards addressing requirements in respect of physical resources and infrastructures essential for effective theoretical, experimental, and practical learning and teaching.

18.6.2 STANDARD 6.1: LEARNING AND TEACHING RESOURCES

A TVET Centre shall establish, implement, and maintain:

- 18.6.2.1 A policy on infrastructure management that addresses the procurement, utilisation, and maintenance of theoretical, experimental, and practical learning and teaching resources.
- 18.6.2.2 A framework for spatial development and a plan for infrastructure management.
- 18.6.2.3 Physical facilities and infrastructures that are adequate for the effective discharge of theoretical, experimental, and practical learning and teaching functions.
- 18.6.2.4 Conditions for approval from relevant Competent Authorities for all buildings and developments planned or constructed on a campus.
- 18.6.2.5 A process for conducting annual room audit to determine the Space Utilisation Rates (SUR).
- 18.6.2.6 Relevant agreements, approved by the Authority, where physical facilities, infrastructures, equipment or specialist materials are leased or loaned.

18.6.3 STANDARD 6.2: LABORATORIES AND WORKSHOPS

A TVET Centre shall establish, implement, and maintain:

- 18.6.3.1 Laboratories, workshops and other spaces designated for experimental and practical learning and teaching activities

according to relevant national and international Standards and guidelines regarding their design and space requirements.

- 18.6.3.2 Appropriate and adequate equipment and resources in its laboratories, workshops and other spaces designated for theoretical, experimental, and practical learning and teaching.

18.6.4 STANDARD 6.3: STAFF OFFICES

A TVET Centre shall establish and maintain adequate offices with sufficient space and appropriate equipment and furniture for staff.

18.6.5 STANDARD 6.4: SAFETY, HEALTH, AND ENVIRONMENT

A TVET Centre shall establish, implement, and maintain:

- 18.6.5.1 A policy on Safety, Health, and Environmental Management that is consistent with relevant legal requirements.
- 18.6.5.2 A policy on Safety, Health, and Environmental Management that provides for the adaptation of national or international Safety, Health, and Environmental Management Systems.
- 18.6.5.3 An environment that is conducive to theoretical, experimental, and practical learning and teaching in respect of health and safety.
- 18.6.5.4 A process for auditing, at specified regular intervals, the Safety, Health, and Environmental Management Systems.
- 18.6.5.5 A process for periodic review of the effectiveness of the Safety, Health, and Environmental Management Systems by the governing body, to ensure its alignment to strategic direction of the TVET Centre and fitness for purpose.

18.6.6 STANDARD 6.5: INFORMATION AND COMMUNICATION TECHNOLOGY

A TVET Centre shall establish, implement, and maintain:

- 18.6.6.1 A policy on Information and Communication Technology.
- 18.6.6.2 Adequate Information and Communication Technology facilities.

18.6.6.3 Adequate internet connectivity and WiFi hotspots with capacity of at least 100 Mbps for up to 500 users.

18.6.6.4 Adequate software licenses required for effective teaching and learning.

18.6.7 STANDARD 6.6: LIBRARY FACILITIES AND RESOURCES

A TVET Centre shall with respect to library resources, *mutatis mutandis*, comply with provisions made under *Part 6.6.8 (Standards 6.7: Library Facilities and Resources)*.

18.6.8 STANDARD 6.7: ACCOMMODATION FACILITIES FOR LEARNERS

A TVET Centre may establish and maintain accommodation facilities that are compliant with legal requirements and aligned with the *Guidelines on Student Accommodation* determined by the Authority.

18.7 NORM 7: HUMAN RESOURCES

A TVET Centre shall have policies on human resources that are inclusive, and that ensure recruitment and retention of adequate numbers of appropriately qualified and competent staff to deliver theoretical, experimental, and practical learning and teaching and achieve its mission and vision.

18.7.1 STANDARD 7: HUMAN RESOURCES

A TVET Centre shall establish, implement, and maintain:

18.7.1.1 Policies on recruitment, selection, and promotion of staff which provide for the recruitment of an adequate number of staff with relevant qualifications, equality of opportunities, and inclusivity.

18.7.1.2 Policies on recruitment, selection and promotion of staff which provide for recruitment of an adequate number of languages, entrepreneurship, and technical instructors with relevant qualifications.

18.7.1.3 A Policy on staff development and continuous professional development.

- 18.7.1.4 Adequate number of appropriately qualified and competent staff whose qualification requirements for employment are based on the *Framework for Academic Staff Qualifications - TVET Colleges and Centres* determined by the Authority.
- 18.7.1.5 A process for periodic monitoring, evaluation, and appraisal of staff.
- 18.7.1.6 A process for ensuring appropriate staff-Learners' ratios for all learning programmes offered.

18.8 NORM 8: ADMISSION AND ENROLMENT

A TVET Centre shall have policies on admission and enrolment of learners that provide for access and equity by ensuring fair and equitable recruitment and admission.

18.8.1 STANDARD 8: ADMISSION AND ENROLMENT

A TVET Centre shall establish, implement, and maintain:

- 18.8.1.1 A policy on admissions and enrolment that is aligned to the relevant industrial and professional Standards.
- 18.8.1.2 Processes, procedures and requirements on admissions and enrolments.
- 18.8.1.3 A process for induction of learners into the TVET Centre and learning programmes.

18.9 NORM 9: LEARNER SUPPORT, WELFARE, AND WELLNESS SERVICES

A TVET Centre shall provide learner support services that are proportionate to the learners' population and needs.

18.9.1 STANDARD 9: LEARNER SUPPORT, WELFARE, AND WELLNESS SERVICES

A TVET Centre shall establish, implement, and maintain:

- 18.9.1.1 A policy on learner support that makes provision for matters related to the welfare, wellness, and wellbeing of learners.
- 18.9.1.2 A disciplinary policy and process for learners.

- 18.9.1.3 A process for establishing Memorandums of Agreement on hired or outsourced learner support services.
- 18.9.1.4 Rules, regulations and processes for managing grievances of learners.
- 18.9.1.5 Process for advising learners on accessible learner support services.
- 18.9.1.6 Memorandums of Agreement guiding the implementation of placement of learners for purposes of work-integrated learning.

18.10 NORM 10: QUALITY MANAGEMENT

A TVET Centre shall institutionalize an internal Quality Management System.

18.10.1 STANDARD 10: QUALITY MANAGEMENT

A TVET Centre shall establish, implement, and maintain:

- 18.10.1.1 A policy on institutional quality management that is consistent with its mission, vision and strategic plans.
- 18.10.1.2 A policy on institutional quality management that provides for the adaptation of a national or international quality management system to assure internal quality.
- 18.10.1.3 Processes for the establishment, implementation, monitoring, and evaluation of the Institutional Quality Management System.
- 18.10.1.4 A Process for auditing, at specified regular intervals, the Quality Management System.
- 18.10.1.5 A process for periodic review of the effectiveness of the Quality Management System by the governing body, to ensure its alignment to strategic direction of the TVET Centre and fitness for purpose.

18.11 NORM 11: INFORMATION AND DATA MANAGEMENT SYSTEM

A TVET Centre shall collect, analyse, and utilise relevant information to effectively manage its learning programmes and other activities, products, and services taking into account the requirements of the Authority and other legal obligations regarding data management and security.

18.11.1 STANDARD 11: INFORMATION AND DATA MANAGEMENT SYSTEM

A TVET Centre shall establish, implement, and maintain:

- 18.11.1.1 A policy on Information and Data Management that is consistent with its institutional mission, vision, strategic plans, and legal requirements.
- 18.11.1.2 Process for collecting, analysing, and utilizing data.
- 18.11.1.3 Process for internal and external communication.

18.12 NORM 12: LEARNING PROGRAMME DEVELOPMENT, DELIVERY, REVIEW, AND EVALUATION

A TVET Centre shall develop, deliver, review, and evaluate learning programmes that are aligned with its mission, vision, strategic plans, National Human Resource Development Strategy, national and international Standards, and the needs of relevant stakeholders.

18.12.1 STANDARD 12: LEARNING PROGRAMME DEVELOPMENT, DELIVERY, REVIEW, AND EVALUATION

A TVET Centre shall establish, implement, and maintain:

- 18.12.1.1 Policies on learning programme development, delivery, review, and evaluation.
- 18.12.1.2 Processes for introducing new learning programmes and amending or phasing out current learning programmes.
- 18.12.1.3 A process for stakeholder engagement in learning programme development, delivery, review, and evaluation.
- 18.12.1.4 A process for conducting tracer studies, at specified periodic intervals to monitor and evaluate the effectiveness and impact of its learning programmes.

- 18.12.1.5 Formal agreements, established in accordance with the *Guidelines on Collaborative and Transnational Provisions* determined by the Authority, for all learning programmes offered in partnership with other Education and Training Providers, Awarding Bodies or entities.
- 18.12.1.6 A policy on work-integrated learning established according to the *Guidelines on Work-Integrated Learning* determined by the Authority.

18.13 NORM 14: ASSESSMENT, MODERATION, AND PROGRESSION

Consistent with the policy on assessment and moderation determined by the Authority, a TVET Centre shall conduct systematic, fair and transparent assessment and moderation.

18.13.1 STANDARD 14: ASSESSMENT, MODERATION AND PROGRESSION

A TVET Centre shall establish, implement, and maintain:

- 18.13.1.1 Policies and processes on assessment, moderation, and progression that are consistent with the institutional mission, vision, and satisfy the policies determined by the Authority.
- 18.13.1.2 A process for the management of instructor's visit reports, learner's portfolios and logbooks for work-integrated learning.
- 18.13.1.3 Processes for ensuring that reports on assessment, moderation, and progression as well as feedback from learners, assessors, moderators, and relevant stakeholders are used to inform staff development and continual improvement of learning, teaching, and assessment practices.
- 18.13.1.4 Appeals process for learners who may feel aggrieved by the assessment processes or results.
- 18.13.1.5 Processes for ensuring that assessment procedures, materials, and data are secure.

18.14 NORM 15: COMMUNITY ENGAGEMENT

A TVET Centre may encourage, promote, and engage in community outreach programmes as part of its social responsibility.

18.14.1 STANDARD 15: COMMUNITY ENGAGEMENT

A TVET Centre wishing to engage in community outreach programmes as part of its social responsibility shall establish, implement, and maintain:

- 18.14.1.1 A policy on the management of community engagement activities that is consistent with the institutional mission, vision, and strategic plans.
- 18.14.1.2 Processes of incorporating community engagement in its activities.
- 18.14.1.3 A process for partnering with other stakeholders in the community engagement for sustainable development.

18.15 NORM 16: OPEN, DISTANCE, AND E-LEARNING

A TVET Centre may establish Open, Distance, and e-Learning (ODeL) campuses or units to promote access to education and training.

18.15.1 STANDARD 16: OPEN, DISTANCE, AND E-LEARNING

A TVET Centre wishing to establish Open, Distance and e-Learning (ODeL) units shall implement and maintain:

- 18.15.1.1 A policy on Open, Distance and e-Learning that is:
 - a) In accordance with the *Policy and Guidelines on Open, Distance, and e-Learning* determined by the Authority.
 - b) Consistent with the institutional mission, vision and strategic plans.

18.16 NORM 17: QUALIFICATION DEVELOPMENT AND REVIEW

A TVET Centre shall develop, periodically review, and continually improve qualifications recognised under its name to ensure that they are consistently fit for purpose.

18.16.1 STANDARD 17: QUALIFICATION DEVELOPMENT AND REVIEW

A TVET Centre shall establish, implement, and maintain:

- 18.16.1.1 Policies on qualification development and review in accordance with the policies, Standards, guidelines, and processes determined by the Authority.
- 18.16.1.2 Processes for amending or phasing out qualifications in accordance with policies and guidelines for qualification development and review determined by the Authority.
- 18.16.1.3 A process for stakeholder engagement during qualification development and review.

18.17 NORM 18: REGISTRATION AND CERTIFICATION OF LEARNERS

A TVET Centre shall have policies on registration and certification of learners that provide for access and equity and shall not issue digital certificates without prior approval by the Authority.

18.17.1 STANDARD 18: REGISTRATION AND CERTIFICATION OF LEARNERS

A TVET Centre shall establish, implement, and maintain:

- 18.17.1.1 A policy and processes on registration of learners.
- 18.17.1.2 A policy and processes on certification in line with the *Norms and Standards on Certification for TVET Institutions*.
- 18.17.1.3 Data management system that provides for the management of data on registration and certification.
- 18.17.1.4 A process for issuing duplicate or replacement certificates.
- 18.17.1.5 A process for the revocation or withdrawal of certificates.

- 18.17.1.6 Overt and covert security design features on certificates for security purposes.
- 18.17.1.7 Processes for ensuring the security of the assessment procedures, materials, data, and places for producing certificates.

18.18 NORM 19: MALPRACTICE AND MALADMINISTRATION

A TVET Centre shall have policies on malpractice and maladministration regarding its operations.

18.18.1 STANDARD 19: MALPRACTICE AND MALADMINISTRATION

A TVET Centre shall establish, implement, and maintain:

- 18.18.1.1 A policy on assessment malpractice and maladministration.
- 18.18.1.2 Processes for investigating suspected malpractice and maladministration.
- 18.18.1.3 Process for engaging and informing the Authority about incidents of malpractice and maladministration.
- 18.18.1.4 A whistleblowing policy.

18.19 NORM 20: WITHDRAWAL OF QUALIFICATIONS

Consistent with the *Guidelines on Withdrawal of Qualifications* determined by the Authority, a TVET Centre shall have arrangements for the withdrawing qualifications recognised under its name.

18.19.1 STANDARD 20: WITHDRAWAL OF QUALIFICATIONS

A TVET Centre shall establish, implement, and maintain:

- 18.19.1.1 A policy and processes on withdrawal of qualifications.
- 18.19.1.2 A process for communicating, to the Authority, learners and relevant stakeholders, its intentions and plans to withdraw a qualification.

19.0 THE RIGHT TO AWARD QUALIFICATIONS

- 19.1** An entity wishing to be recognised by the Authority as an Awarding Body shall apply to the Authority in the manner determined by the Authority.
- 19.2** An entity mentioned in *Part 19.1* shall be one of the following:
- 19.2.1** A TVET institution accredited by the Authority.
 - 19.2.2** An entity established by the Government of Botswana, with a mandate that includes the awarding of qualifications, professional regulation or occupational licensing.
 - 19.2.3** An entity recognised outside Botswana as an Awarding Body by a Competent Body.
- 19.3** The Norms and Standards for the Registration and Accreditation of Awarding Bodies form the basis upon which the Authority shall recognise Awarding Bodies and issue Awarding Rights.
- 19.4** Granting of Registration, by the Authority, shall be the first level of recognition of an Awarding Body.
- 19.5** Registration of an Awarding Body shall be valid for a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant.
- 19.6** Granting of a Letter of Interim Authority shall be the second level of recognition of an Awarding Body.
- 19.7** A Letter of Interim Authority of an Awarding Body shall be valid for a period not exceeding five (5) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 19.8** Granting of a Certificate of Accreditation shall be the third level of recognition of an Awarding Body.
- 19.9** A Certificate of Accreditation shall be valid for a period not exceeding ten (10) years from the date of issue, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
- 19.10** Notwithstanding the provisions made in *Part 19.3 to 19.9*, an entity recognised outside Botswana as an Awarding Body by a Competent Body shall be granted “Recognition Status” by the Authority, under such conditions as the Authority may determine, provided the entity submits, in the manner determined by the

Authority, evidence of recognition by the Competent Body from the country of origin.

19.11 Registration, a Letter of Interim Authority and a Certificate of Accreditation may be granted to an Awarding Body, subject to the conditions determined by the Authority.

19.12 The Authority may vary the Conditions for recognition or revoke Registration, a Letter of Interim Authority or a Certificate of Accreditation of an Awarding Body where the Authority has good cause to believe that the Awarding Body is failing to meet the requirements stipulated in the Norms and Standards for the Registration and Accreditation of Awarding Bodies or such conditions, as the Authority may impose on the Awarding Body.

20.0 CLASSIFICATION OF AWARDING RIGHTS

One of the core functions of the Authority is to develop and implement a criterion for registration and accreditation of Awarding Bodies. To effectively undertake this function, the Authority considered the differences in the mandates, missions, visions, scope operations, products, activities, and services of Awarding Bodies.

20.1 THE OBJECTIVES OF THE CLASSIFICATION SYSTEM FOR AWARDING BODIES

The objectives of the Classification System for Awarding Bodies operating in Botswana are to:

20.1.1 Guide the systematic recognition of Awarding Bodies.

20.1.2 Establish different categories of Awarding Bodies and Awarding Rights.

20.1.3 Determine the scope of Awarding Rights for different categories of Awarding Bodies.

20.1.4 Promote ethical operations of Awarding Bodies and their affiliated institutions.

20.2 CATEGORIES OF AWARDING RIGHTS

16.2.1 The Authority may grant to an Awarding Body wishing to award TVET qualifications, under such conditions as the Authority may determine, the Right to Award qualifications in accordance with the following categories and as presented in **Table 1**:

16.2.1.1 Awards up to Certificate V (NCQF Level 5).

16.2.1.2 Awards up to Diploma (NCQF Level 6).

16.2.1.3 Awards up to taught Master's Degree (NCQF Level 9).

16.2.1.4 Awards up to Doctoral Degrees (NCQF Levels 10).

Table 1: The Classification of Awarding Rights in the TVET Sub-Framework

QUALIFICATION TYPE	NCQF LEVEL	MINIMUM NUMBER OF CREDITS	AWARDING RIGHTS	CATEGORIES OF TVET AWARDING BODIES
Doctoral Degrees	10	360	Awards up to Doctoral Degrees (NCQF Level 10)	University of Technology or Awarding Body granted Awarding Rights by the Authority
Master's Degrees	9	240	Awards up to taught Master's Degrees (NCQF Level 9).	
Bachelor's Degree Honours	8	120		
Post-Graduate Diploma		120		
Post-Graduate Certificate		60		
Bachelor's Degree	7	360		
Diploma	6	240	Awards up to Diploma (NCQF Level 6)	TVET College or Awarding Body granted Awarding Rights by the Authority
Certificates	5	120	Certificate 5	TVET Centre or Awarding Body granted Awarding Rights by the Authority
	4	60	Certificate 4	
	3	40	Certificate 3	
	2	40	Certificate 2	
	1	40	Certificate 1	

21.0 APPLICATION FOR REGISTRATION OF AWARDING BODIES

- 21.1** An application for registration of an Awarding Body shall be in the manner determined by the Authority and accompanied by an application fee.
- 21.2** The Authority may require additional information from an applicant. If the applicant fails to submit the required information within the period determined by the Authority, the application shall be rejected.
- 21.3** Where the Authority is satisfied that an entity has the potential capacity to establish and maintain an Awarding Body that satisfies the Norms and Standards for the Registration and Accreditation of Awarding Bodies, it shall:
- 21.3.1** Grant, to the entity, Registration for the Awarding Body in the manner determined by the Authority.
 - 21.3.2** Record the particulars of the Registration in the register of Awarding Bodies recognised under Registration.
- 21.4** An entity granted Registration for an Awarding Body by the Authority shall, within a period not exceeding three (3) years from the date of issue, subject to an extension for a period not exceeding two (2) years, which the Authority may grant, commence and complete the establishment of physical resources, infrastructures, relevant systems, and arrangements required for the operation of the Awarding Bodies.
- 21.5** An Awarding Body granted Registration shall not:
- 21.5.1** Commence any operations.
 - 21.5.2** Advertise its activities, services and products.
 - 21.5.3** Award qualifications.
- 21.6** Registration granted to an entity for an Awarding Body by the Authority shall lapse:
- 21.6.1** Upon granting a Letter of Interim Authority to the entity, by the Authority, in respect of the Awarding Body.
 - 21.6.2** Upon its revocation by the Authority.
 - 21.6.3** On application to the Authority by the entity to cease the establishment of the Awarding Body.

- 21.6.4** If an entity recognised outside Botswana as an Awarding Body by a Competent Body loses its recognition status as an Awarding Body in the country of origin.
- 21.7** An entity granted Registration for an Awarding Body shall, before the expiry of its Registration, submit a Letter of Intent in the manner determined by the Authority, stating its intention and plans to commence the operation of the Awarding Body.
- 21.8** Where the Authority is satisfied that an entity has met the prescribed requirements, it shall:
- 21.8.1** Respond to a Letter of Intent by granting, to the entity, a Letter of Interim Authority for the Awarding Body in the manner determined by the Authority.
 - 21.8.2** Permit the entity to commence the operation of the Awarding Body.
 - 21.8.3** Grant, to the Awarding Body, Qualification Awarding Rights to award qualifications up to the NCQF level determined by the Authority.
 - 21.8.4** In case of an External Awarding Body, grant to the Awarding Body, Qualification Awarding Rights to award qualifications within the scope determined by the Authority.
 - 21.8.5** Record the particulars of the Letter of Interim Authority in the register of Awarding Bodies recognised and operating under a Letter of Interim Authority.
- 21.9** An entity granted a Letter of Interim Authority for an Awarding Body shall:
- 21.9.1** Periodically review its policies, plans, processes, systems, qualifications, and learning programmes to maintain their fitness for purpose.
 - 21.9.2** Maintain relevant structures for managing and coordinating the establishment, implementation, and maintenance of the institutional strategic plans and policies.
 - 21.9.3** Undergo quality assurance review activities determined by the Authority.
 - 21.9.4** Submit reports and pay fees to the Authority in the manner determined by the Authority.

- 21.10** A Letter of Interim Authority granted to an Awarding Body by the Authority shall lapse:
- 21.10.1** After the expiry of a period not exceeding five (5) years from the date of issue, as the Authority may specify, subject to an extension for a period not exceeding three (3) years, which the Authority may grant.
 - 21.10.2** Upon failure to commence operation of an Awarding Body within a period not exceeding two (2) years from the date of issue, as the Authority may specify.
 - 21.10.3** Upon accreditation of an Awarding Body.
 - 21.10.4** On application by an entity to cease operation.
 - 21.10.5** Upon its revocation by the Authority.
 - 21.10.6** If an entity recognised outside Botswana as an Awarding Body by a Competent Body loses its recognition status as an Awarding Body in the country of origin.
- 21.11** An Awarding Body whose Letter of Interim Authority lapses may be required to wind up in accordance with the processes and guidelines determined by the Authority.

22.0 APPLICATION FOR ACCREDITATION OF AWARDING BODIES

- 22.1** An Awarding Body, after operating under a Letter of Interim Authority in Botswana for not less than four (4) years from the date of Registration, shall apply to the Authority for accreditation.
- 22.2** An application for accreditation of an Awarding Body, accompanied by an application fee determined by the Authority, shall be lodged with the Authority at least six (6) months before expiry of the Letter of Interim Authority.
- 22.3** The Authority may require additional information from the Awarding Body. If the Awarding Body fails to submit the required information within the period determined by the Authority, the application shall be rejected.
- 22.4** The Authority may require an Awarding Body whose application for accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 22.5** Where the Authority is satisfied that an applicant has met the prescribed Standards, it shall:
- 22.5.1** Issue, to the applicant, a Certificate of Accreditation for an Awarding Body, in the manner determined by the Authority.
 - 22.5.2** Record the particulars of the Certificate of Accreditation in the register of accredited Awarding Bodies.
- 22.6** An Awarding Body granted a Certificate of Accreditation shall:
- 22.6.1** Periodically review its policies, plans, processes, systems, qualifications, and learning programmes to maintain their fitness for purpose.
 - 22.6.2** Maintain relevant structures for managing and coordinating the establishment, implementation, and maintenance of the institutional strategic plans and policies.
 - 22.6.3** Undergo quality assurance review activities determined by the Authority.
 - 22.6.4** Submit reports and pay fees to the Authority in the manner determined by the Authority.

- 22.6.5** At least six (6) months before the period of accreditation expires, apply for renewal of accreditation in the manner determined by the Authority.
- 22.7** Where the Authority is satisfied that an Awarding Body meets the requirements for renewal of accreditation, it shall renew the accreditation of the Awarding Body under the conditions determined by the Authority.
- 22.8** The Authority may require an Awarding Body whose application for renewal of accreditation is rejected to wind up in the manner determined by the Authority, or continue operating under such conditions, as the Authority may determine.
- 22.9** A Certificate of Accreditation granted by the Authority to an Awarding Body shall lapse:
- 22.9.1** After the expiry of a period not exceeding ten (10) years from the date of issue, as the Authority may specify in the Certificate of Accreditation.
- 22.9.2** On application by the Awarding Body to cease operation.
- 22.9.3** Upon its revocation by the Authority.
- 22.9.4** If an entity recognised outside Botswana as an Awarding Body by a Competent Body loses its recognition status as an Awarding Body in the country of origin.
- 22.10** An Awarding Body whose Certificate of Accreditation lapses may be required to wind up in the manner determined by the Authority.

23.0 NORMS AND STANDARDS FOR THE REGISTRATION AND ACCREDITATION OF AWARDING BODIES

23.1 A TVET institution registered or accredited by the Authority shall, when applying to the Authority to be registered or accredited as an Awarding Body for other Education and Training Providers, be exempted from the requirements of the following Standards:

23.1.1 STANDARD 1: Legal status of a Sponsoring Body

23.1.2 STANDARD 2: Ownership

23.1.3 STANDARD 3: Governance and Management

23.1.4 STANDARD 4: Financial Viability

23.1.5 STANDARD 5: Physical Resources and Infrastructure

23.1.6 STANDARD 6: Human Resources

23.1.7 STANDARD 7: Learner Support Services

23.1.8 STANDARD 8: Quality Management

23.1.9 STANDARD 9: Information and Data Management

23.1.10 STANDARD 10: Assessment and Moderation

23.2 The Authority may require information from a registered or accredited TVET institution on any of the Standards mentioned in *Part 23.1.1 to 23.1.9* when it determines that the information it possesses, in respect of the TVET institution, is not sufficient to facilitate processing of an application.

23.3 NORM 1: LEGAL STATUS OF A SPONSORING BODY

An application for registration or accreditation of an Awarding Body shall be submitted to the Authority by a Sponsoring Body.

23.3.1 STANDARD 1: LEGAL STATUS OF A SPONSORING BODY

- 23.3.1.1 In the case of an entity duly established and recognised in Botswana, a Sponsoring Body shall be a Society, Trust, Company or Governing Body.
- 23.3.1.2 In the case of an entity recognised outside Botswana as an Awarding Body by a Competent Body and having registered in Botswana, a Sponsoring Body shall be a Society, Trust or Company.
- 23.3.1.3 In the case of an entity recognised outside Botswana as an Awarding Body by a Competent Body, and has not registered as a Society, Trust or Company, evidence of recognition as an Awarding Body by a Competent Body in the country of origin shall include information on the legal status of the Sponsoring Body.

23.4 NORM 2: OWNERSHIP

A Society, Trust, Company or a Governing Body wishing to apply for registration or accreditation of an Awarding Body shall, in respect of its ownership, be compliant with the Act under which it was established, the Botswana Qualifications Authority Act and Regulations, and relevant legal and contractual obligations applicable to its products, services, and activities.

23.4.1 STANDARD 2: OWNERSHIP

- 23.4.1.1 A Sponsoring Body shall, in the case of a Company, Society or Trust provide information on its registration status and demonstrate that the person(s) listed in the Articles of Association are fit and proper in accordance with the criteria determined by the Authority.
- 23.4.1.2 In the case of an entity whose Sponsoring Body is a Governing Body, demonstrate that the person(s) listed in the membership of the Governing Body are fit and proper in accordance with the criteria determined by the Authority.

23.5 NORM 3: RATIONALE FOR ESTABLISHMENT AND OPERATION

A rationale showing how the establishment and operation of an Awarding Body is aligned with the human resources development needs of Botswana and the global socio-economic demands shall be provided.

23.5.1 STANDARD 3: RATIONALE FOR ESTABLISHMENT AND OPERATION

An Awarding Body shall:

- 23.5.1.1 Conduct a feasibility study, needs assessment or market survey and produce a report demonstrating how the establishment of an Awarding Body is aligned with the human resources development needs of Botswana and the global socio-economic demands.
- 23.5.1.2 Submit the feasibility study, needs assessment or market survey report to the Authority in the manner determined by the Authority.

23.6 NORM 4: GOVERNANCE AND MANAGEMENT

An Awarding Body shall have governance and management structures.

23.6.1 STANDARD 4: GOVERNANCE AND MANAGEMENT

An Awarding Body shall establish, implement, and maintain:

- 23.6.1.1 A Governing Body.
- 23.6.1.2 Policies, regulations and processes for governance and management.
- 23.6.1.3 A process for establishing and maintaining partnership agreements with TVET institutions recognised by the Authority and offering learning programmes leading to the awards granted in its name.
- 23.6.1.4 A process for notifying the Authority of any change to the governance and partnership arrangements.

23.7 NORM 5: FINANCIAL VIABILITY

The management of financial resources of an Awarding Body shall be conducted within the framework for financial strategies, policies, and processes, that are aligned to the mission, vision, and strategic plans of the Awarding Body and financial Standards and principles. An Awarding Body may be subjected to a forensic audit if the Authority is satisfied that there are sufficient grounds to conduct the audit.

23.7.1 STANDARD 5: FINANCIAL VIABILITY

An Awarding Body shall establish, implement, and maintain:

- 23.7.1.1 A policy on financial management and planning.
- 23.7.1.2 Financial resources capacity that demonstrates financial viability and supports its mandate and functions.
- 23.7.1.3 Books of accounts operated in the name of the Awarding Body and not in the name of any other body or entity.
- 23.7.1.4 Effective systems of enterprise risk management, regulatory compliance, internal controls, and contingency management.
- 23.7.1.5 A process for the preparation of financial statements in accordance with international financial reporting Standards and principles.

23.8 NORM 6: PHYSICAL RESOURCES AND INFRASTRUCTURES

An Awarding Body shall have access to adequate and appropriate physical resources and infrastructures to effectively support its mandate and functions.

23.8.1 STANDARD 6: PHYSICAL RESOURCES AND INFRASTRUCTURES

An Awarding Body shall establish, implement, and maintain:

- 23.8.1.1 Physical facilities and infrastructures that are adequate for the effective discharge of its mandate and functions.
- 23.8.1.2 Adequate and furnished offices with sufficient space and appropriate equipment for staff.

- 23.8.1.3 A policy on Information and Communication Technology.
- 23.8.1.4 A policy on Safety, Health, and Environmental Management that is consistent with relevant legal requirements.
- 23.8.1.5 A policy on Safety, Health, and Environmental Management that provides for the adaptation of national or international Safety, Health, and Environmental Management Systems.
- 23.8.1.6 A process for auditing, at specified regular intervals, the Safety, Health, and Environmental Management Systems.
- 23.8.1.7 A process for periodic review of the effectiveness of the Safety, Health, and Environmental Management Systems by the governing body, to ensure its alignment to the strategic direction of the Awarding Body and fitness for purpose.
- 23.8.1.8 Adequate Information and Communication Technology facilities.
- 23.8.1.9 Relevant agreements, approved by the Authority, where physical facilities, infrastructures, equipment or specialist materials are leased or loaned.

23.9 NORM 7: HUMAN RESOURCES

An Awarding Body shall have policies on human resources that are inclusive, and that ensure recruitment and retention of adequate number of appropriately qualified and competent staff to achieve its mandate and functions.

23.9.1 STANDARD 7: HUMAN RESOURCES

An Awarding Body shall establish, implement, and maintain:

- 23.9.1.1 Policies on recruitment, selection, and promotion of staff which provide for the recruitment of an adequate number of staff with relevant qualifications, equality of opportunities, and inclusivity.
- 23.9.1.2 A policy on staff development and continuous professional development.

- 23.9.1.3 Adequate number of appropriately qualified and competent staff whose qualification requirements for employment are based on the *Framework for Academic Staff Qualifications - TVET Colleges and Centres* determined by the Authority.
- 23.9.1.4 A process for periodic monitoring, evaluation, and appraisal of staff.
- 23.9.1.5 A process for ensuring appropriate staff-Learners' ratios for all learning programmes offered.

23.10 NORM 8: LEARNER SUPPORT SERVICES

An Awarding Body shall provide learner support services that are proportionate to the learners' population and needs of the TVET institutions that offer learning programmes leading to the awards granted in its name.

23.10.1 STANDARD 8: LEARNER SUPPORT SERVICES

An Awarding Body shall establish, implement, and maintain:

- 23.10.1.1 A policy on learner support.
- 23.10.1.2 A disciplinary policy and processes for learners.
- 23.10.1.3 A process for establishing Memorandums of Agreement on hired or outsourced learner support services.
- 23.10.1.4 Rules, regulations, and processes for managing grievances of learners.
- 23.10.1.5 A process for advising learners on accessible learner support services.

23.11 NORM 9: QUALITY MANAGEMENT

An Awarding Body shall be responsible for the academic Standards of awards and transcripts of the qualifications granted in its name.

23.11.1 STANDARD 9: QUALITY MANAGEMENT

An Awarding Body shall establish, implement, and maintain:

- 23.11.1.1 A policy on internal quality management that is consistent with its mission, vision and strategic plans.
- 23.11.1.2 A policy on internal quality management that provides for the adaptation of a national or international quality management system to assure internal quality.
- 23.11.1.3 A Quality Management System that facilitates continual improvement, compliance with the requirements of the Authority and promote a quality culture.
- 23.11.1.4 Processes for the implementation, monitoring, and evaluation of the Quality Management System.
- 23.11.1.5 A Process for auditing, at specified regular intervals:
 - a) Its own Quality Management System.
 - b) The Quality Management System of any TVET institution that offers learning programmes leading to awards granted in its name.
- 23.11.1.6 Processes for application and approval of TVET institutions that wish to offer learning programmes leading to awards granted in its name.
- 23.11.1.7 A process for periodic review of the effectiveness of the Quality Management System by the governing body, to ensure its alignment to the strategic direction of the Awarding Body and fitness for purpose.

23.12 NORM 10: INFORMATION AND DATA MANAGEMENT SYSTEM

An Awarding Body shall collect, analyse, and utilise relevant information to effectively manage its functions and services taking into account the requirements of the Authority and other legal obligations regarding data management and security.

23.12.1 STANDARD 10: INFORMATION AND DATA MANAGEMENT SYSTEM

An Awarding Body shall establish, implement, and maintain:

23.12.1.1 A policy on Information and Data Management that is consistent with its mandate, functions and legal requirements.

23.12.1.2 Processes for collecting, analysing, and utilizing data.

23.12.1.3 Processes for communication.

23.13 NORM 11: ASSESSMENT AND MODERATION

Consistent with the policies on assessment and moderation determined by the Authority, an Awarding Body shall conduct systematic, fair and transparent assessment and moderation.

23.13.1 STANDARD 11: ASSESSMENT AND PROGRESSION

An Awarding Body shall establish, implement, and maintain:

23.13.1.1 Policies on assessment and moderation that are consistent with its mandate and functions and satisfy the policies determined by the Authority.

23.13.1.2 Processes for ensuring that assessment and moderation reports, as well as feedback from learners, assessors, moderators and relevant stakeholders, are used for continual improvement of assessment practices.

23.13.1.3 Appeals process for learners who may feel aggrieved by the assessment processes or results.

23.13.1.4 Processes for ensuring that assessment procedures, materials, and data are secure.

23.14 NORM 12: QUALIFICATION DEVELOPMENT AND REVIEW

An Awarding Body shall develop, periodically review and continually improve qualifications recognised under its name to ensure that they are consistently fit for purpose.

23.14.1 STANDARD 12: QUALIFICATION DEVELOPMENT AND REVIEW

An Awarding Body shall establish, implement, and maintain:

- 23.14.1.1 Policies on qualification development and review in accordance with the policies, Standards, guidelines and processes determined by the Authority.
- 23.14.1.2 Processes for amending or phasing out qualifications in accordance with the policies, Standards, guidelines and processes determined by the Authority.
- 23.14.1.3 A process for stakeholder engagement during qualification development and review.

23.15 NORM 13: REGISTRATION AND CERTIFICATION OF LEARNERS

An Awarding Body shall have policies on registration and certification of learners that provide for access and equity and shall not issue digital certificates without prior approval by the Authority or Competent Body.

23.15.1 STANDARD 13: REGISTRATION AND CERTIFICATION OF LEARNERS

An Awarding Body shall establish, implement, and maintain:

- 23.15.1.1 A policy and processes on registration of learners.
- 23.15.1.2 A policy and processes on certification in line with the *Norms and Standards on Certification for TVET Institutions Awarding Bodies*.
- 23.15.1.3 Data management system that provides for the management of data on registration and certification.
- 23.15.1.4 A process for issuing duplicate or replacement certificates.
- 23.15.1.5 A process for the revocation or withdrawal of certificates.

23.15.1.6 Overt and covert security design features on certificates for security purposes.

23.15.1.7 Processes for ensuring the security of the assessment procedures, materials, data, and places for producing certificates.

23.16 NORM 14: MALPRACTICE AND MALADMINISTRATION

An Awarding Body shall have policies on malpractice and maladministration regarding its operations.

23.16.1 STANDARD 14: MALPRACTICE AND MALADMINISTRATION

An Awarding Body shall establish, implement, and maintain:

23.16.1.1 A policy on assessment malpractice and maladministration.

23.16.1.2 Processes for investigating suspected malpractice and maladministration.

23.16.1.3 Process for engaging and informing the Authority about incidents of malpractice and maladministration.

23.16.1.4 A Whistleblowing Policy.

23.17 NORM 15: WITHDRAWAL OF QUALIFICATIONS

Consistent with the *Guidelines on Withdrawal of Qualifications*, determined by the Authority, an Awarding Body shall have arrangements for withdrawing qualifications recognised under its name.

23.17.1 STANDARD 15: WITHDRAWAL OF QUALIFICATIONS

An Awarding Body shall establish, implement, and maintain:

23.17.1.1 A policy and processes on withdrawal of qualifications.

23.17.1.2 A process for communicating, to the Authority, learners and relevant stakeholders, its intentions and plans to withdraw a qualification.

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APPROVAL

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