



BOTSWANA
Qualifications Authority

**POLICY FOR THE DEVELOPMENT AND REGISTRATION OF
QUALIFICATIONS AND PART – QUALIFICATIONS ON THE
NATIONAL CREDIT AND QUALIFICATIONS FRAMEWORK**

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TABLE OF CONTENTS

| | |
|---|----|
| FOREWORD | 3 |
| PREAMBLE | 3 |
| 1.0 DEFINITIONS | 5 |
| 2.0 POLICY STATEMENT | 6 |
| 3.0 PURPOSE | 6 |
| 4.0 POLICY OBJECTIVES | 6 |
| 5.0 SCOPE | 7 |
| 6.0 CRITERIA FOR QUALIFICATION DEVELOPMENT | 7 |
| 7.0 DEVELOPMENT OF QUALIFICATIONS | 7 |
| 9.0 ENDORSEMENT OF QUALIFICATIONS | 8 |
| 10.0 REGISTRATION ON THE NCQF | 8 |
| 11 PUBLICATION OF QUALIFICATIONS | 10 |
| 12 QUALITY ASSURANCE | 10 |
| 13. MAINTENANCE OF REGISTERED QUALIFICATIONS | 11 |
| 14. ROLES AND RESPONSIBILITIES | 11 |
| 15. POLICY REVIEW | 11 |



FOREWORD

I am delighted to present the Policy for Development, Registration and Publication of Qualifications and Part Qualifications on the National Credit and Qualifications Framework (NCQF), a significant milestone in our pursuit of excellence in education and training in Botswana.

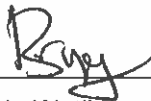
The NCQF stands at the heart of our commitment to recognising and assuring the quality of education and training qualifications. As mandated by Section (9)(a) of the Botswana Qualifications Authority NCQF Regulations of 2016, the Botswana Qualifications Authority (BQA) has developed this comprehensive Policy to guide the development, validation, and registration of qualifications and part qualifications within the three sub-frameworks.

By providing clear guidelines and procedures, this policy ensures consistency, transparency, and rigour in the qualification development process, ultimately strengthening the credibility and recognition of qualifications registered on the NCQF.


The dissemination of this policy to all users and stakeholders, including developers of qualifications and Professional Bodies, is a crucial step in our journey towards a more inclusive and competitive education and training landscape. By empowering all stakeholders with this knowledge, we collectively pave the way for enhanced educational opportunities and a skilled workforce that can thrive in a dynamic global environment.

I extend my deepest appreciation to all those who have contributed to the development of this policy and to the advancement of education and training in Botswana. Together, let us seize the opportunities that lie ahead and create a nation where the potential of everyone is nurtured, fully recognised.

I thank you.



Boitumelo Watlhaga
(Chief Executive Officer – Acting)



Date

PREAMBLE

The Botswana Qualifications Authority (BQA), established under the Botswana Qualifications Authority Act of 2013, is mandated to oversee the implementation and maintenance of the National Credit and Qualifications Framework (NCQF). This framework serves as a unified and transparent system for the classification, coordination, and recognition of quality-assured qualifications across Botswana, ensuring their credibility, transferability, and alignment with both national and international standards.

To effectively fulfil this mandate, a robust policy framework is essential to guide the development, registration, and publication of qualifications and part qualifications on the NCQF as per regulation Section (9)(a). Without a structured and standardised approach, the risk of fragmentation, duplication, and misalignment among qualifications increases - potentially compromising the integrity and strategic intent of the NCQF.

This policy establishes a coherent, transparent, and quality-assured process for qualification development and registration. It outlines the foundational principles, criteria, and procedures that govern qualification design, ensuring alignment with Botswana's human capital development goals, sectoral priorities, and global best practices.

Moreover, the policy promotes inclusive collaboration among key stakeholders - Education and Training Providers, industry leaders, professional bodies, and regulatory entities - to enhance the relevance, responsiveness, and credibility of qualifications. It reinforces the NCQF's role as a cornerstone for equitable access, learner progression, and workforce mobility, thereby making a meaningful contribution to Botswana's socio-economic transformation.

1.0 DEFINITIONS

“Authority” – the Botswana Qualifications Authority (BQA) was established under section 3 (1) of the Botswana Qualifications Authority Act, 2013.

“Education and Training Provider (ETP)” – a person or entity that provides or organises a programme of education and training, including the provision of professional development services.

“Endorsement” means a consultative process through which a qualification developer engages a sector to affirm that a need exists for the development of the qualification, and that the qualification content meets the practice or occupational standards for the sector.

“Part Qualification” – means an assessed unit of learning that the Authority registers as part of a qualification, including a module and a unit standard.

“Qualification” means a formal outcome of an assessment and validation process which is obtained when an assessor and moderator determine that an individual has achieved learning outcomes to given standards.

“Validation” means the process of ensuring that a qualification meets the established standards.

2.0 POLICY STATEMENT

2.1 The Botswana Qualifications Authority (BQA) shall provide guidance to qualification developers to ensure that there is a common conceptual understanding of the difference between qualifications and part-qualifications, learning programmes and qualification specialisations; and discourage proliferation and duplication of qualifications and part-qualifications in their Sub-Frameworks.

2.2 The Authority shall create an enabling policy environment for professional bodies to collaborate with the relevant qualification developers in respect of qualifications and quality assurance in its occupational field.

3.0 PURPOSE

The Authority plays a pivotal role in ensuring the quality, relevance, and recognition of educational and vocational achievements in Botswana. This policy establishes Botswana's integrated approach to qualifications management, emphasising industry relevance, regional harmonisation, and dynamic framework maintenance. It sets out the framework for the development, validation, registration, and publication of national qualifications and part-qualifications on the National Credit and Qualifications Framework (NCQF) in Botswana. It is, further, aiming to promote a skilled and competitive workforce and contribute to the country's social and economic development.

4.0 POLICY OBJECTIVES

4.1 **Quality Assurance:** Guarantee that all qualifications and part-qualifications meet high-quality standards in content, delivery, and assessment.

4.2 **Recognition:** Facilitate the national and international recognition of qualifications, enhancing the mobility of learners and workers.

4.3 **Harmonisation:** Align Botswana's qualifications system with international best practices and regional frameworks.

4.4 Transparency: Provide clear and accessible processes for stakeholders involved in the qualifications system.

5.0 SCOPE

This policy applies to all national qualifications and part-qualifications offered by public and private educational institutions, training providers, and professional bodies in Botswana. It encompasses general education, vocational and technical education, and higher education.

6.0 CRITERIA FOR QUALIFICATION DEVELOPMENT

The Botswana Qualifications Authority shall develop Criteria for the Development and Registration of qualifications. The criteria will, among others, ensure that:

6.1 Qualifications align with and are relevant to Botswana's social and economic needs.

6.2 They aligned to level descriptors that are based on learning outcomes.

6.3 Qualifications are developed through a consultative process involving relevant stakeholders.

6.4 Qualifications meet the quality assurance standards set by the Botswana Qualifications Authority (BQA) to be registered.

7.0 DEVELOPMENT OF QUALIFICATIONS

7.1 GENERAL PRINCIPLES

7.1.1 Qualifications should be developed based on identified national, sectoral, and labour market needs.

7.1.2 They should have clear learning outcomes, assessment criteria, and a well-structured set of subjects/courses/modules/unit standards.

7.1.3 They should be updated regularly to reflect technological advancements and changing industry requirements.

7.1.4 Stakeholder engagement and participation, including employers, learners, and professional bodies, is essential in the development process.

8.0 VALIDATION OF QUALIFICATIONS

8.1 Qualifications must be internally validated by the awarding body or education and training provider.

8.2 Qualifications must be externally validated by the BQA or a recognised validation agency.

8.3 External experts may be involved in the validation process to provide an independent assessment.

9.0 ENDORSEMENT OF QUALIFICATIONS

9.1 Qualifications for regulated professions will be subjected to an endorsement process by relevant Professional Bodies and/or Associations recognised by the Botswana Qualifications Authority.

9.2 The endorsement process will be done before submission of the application for registration of the qualification.

10.0 REGISTRATION ON THE NCQF

10.0.1 Registration on the NCQF will include full qualifications, part qualifications, and unit standards.

10.0.2 Awarding bodies or education and training providers, recognised by the BQA, must apply for registration of qualifications they wish to be registered on the NCQF.

10.0.3 The BQA will evaluate the qualification against the NCQF Criteria for Registration as determined by the Authority.

10.0.4 Qualifications that meet the requirements and are approved by the relevant governance structures will be registered on the NCQF in accordance with the process determined by the Authority.

10.1 QUALIFICATIONS

10.1.1 Qualifications and their content must be relevant to national development goals and labour market needs.

10.1.2 Institutions must have qualified teaching staff and adequate learning resources to ensure quality awards.

10.1.3 A reliable and valid assessment system should be in place, with provisions for external moderation.

10.1.4 Institutions offering the qualification must be accredited by the BQA.

10.2 PART – QUALIFICATIONS

10.2.1 Part - qualifications should be clearly mapped to the national qualifications framework, indicating their relationship to full qualifications.

10.2.2 They must have specific, measurable, achievable, relevant, and time-bound (SMART) learning outcomes.

10.2.3 Part qualifications must be designed to allow for easy transfer and credit accumulation towards a full qualification.

10.2.4 Even as a part of a larger qualification, it should have its own standalone value in the labour market, such as being recognised for entry-level positions or specific tasks within an industry.

10.3 UNIT STANDARDS

10.3.1 Unit standards represent specific skills or knowledge areas that can be assessed and recognised independently.

10.3.2 They can be part of already registered qualifications or independent.

10.3.3 They must be based on both learning outcomes

10.3.4 They will be aligned to level descriptors and credit-based.

11.0 PUBLICATION OF QUALIFICATIONS

11.1 Registered qualifications shall be included in the national database of qualifications maintained by the BQA.

11.2 Registered qualifications will be made accessible to the public through the BQA website or other designated platforms, unless otherwise protected from being published.

12.0 QUALITY ASSURANCE

12.1 The BQA must accredit education and training providers to offer registered qualifications.

12.2 The BQA shall monitor the delivery of registered qualifications to ensure compliance with quality assurance standards and ensure quality awards.

13.0 MAINTENANCE OF REGISTERED QUALIFICATIONS

13.1 The Botswana Qualifications Authority shall maintain registered qualifications through three key processes: amendment, De-Registration, and Renewal of registration. These shall be done in collaboration with qualifications developers and relevant Professional Bodies.

13.2 The Criteria for Maintenance of the registered qualifications shall be determined by the Botswana Qualifications Authority to guide the maintenance processes.

14.0 ROLES AND RESPONSIBILITIES

14.1 **Botswana Qualifications Authority (BQA):** The BQA is responsible for developing, implementing, and maintaining the NCQF.

14.2 **Awarding Bodies:** Awarding bodies are responsible for developing and awarding qualifications that meet the NCQF requirements.




14.3 **Education and Training Providers:** Education and training providers are responsible for delivering registered qualifications and ensuring compliance with quality assurance standards.

15.0 POLICY REVIEW

This policy will be reviewed every three (3) years or earlier as and when there is urgency to do so.

16.0 APPROVAL ARRANGEMENTS

This policy was approved by the BQA Board of Directors on 18 November 2025 and signed on behalf of the Botswana Qualifications Authority by:

| DESIGNATION | NAME | SIGNATURE | DATE |
|---|-------------------------|--|------------|
| Acting Chief Executive Officer | Mrs. Boitumelo Watlhaga |  | 18.11.2025 |
| Quality Assurance and Framework Maintenance Committee Chairperson | Prof. Richie Moalosi |  | 18.11.2025 |
| Board Chairperson | Mr Gabaake Gabaake |  | 18.11.2025 |

