



How to Register with Prospects Hedd to complete your Verification

1. Register an account at www.hedd.ac.uk
2. When asked for the organisation details, ensure you use the information below as the organisation details. **Registering with incorrect organisation details and not BQA will cause delays.**

Your organisation details

Organisation	<input type="text" value="Botswana Qualifications Authority"/>
Choose which best describes your organisation	<input type="text" value="Other"/>
Address line 1	<input type="text" value="Private Bag BO 340"/>
Address line 2	<input type="text" value="Gaborone"/>
Address line 3 (optional)	<input type="text"/>
Postcode (optional)	<input type="text"/>
Country	<input type="text" value="Botswana"/>
Telephone number	<input type="text"/>
Company number (optional)	<input type="text"/>
VAT number (optional)	<input type="text"/>

3. A member of the team at Hedd will email you confirming your intention to transfer the verification to BQA.
4. Once your account is activated, please log in into your Hedd dashboard via www.hedd.ac.uk to begin your verification process. A Hedd/BQA consent form will be provided.
5. When you have submitted your verification request, you will be provided with a Hedd reference number. Please confirm this back to Hedd and wait until you have received the verification back.
6. When the verification has been completed, email Hedd to confirm you are in receipt of this.
7. Hedd will then securely transfer your verification directly to BQA for evaluation.


Please contact heddhhelp@prospects.ac.uk for assistance with your Hedd verification



How to submit your verification request with Prospects Hedd

1. log in into your Hedd dashboard via www.hedd.ac.uk using the details you used to register your account.
2. Search for the University you attended for which you require verification from. Ensure you select the correct institution you attended. If you require more than one award verifying, you must make a separate enquiry for each award.

Find the university or college for your enquiry



[Browse all UK universities and colleges](#) >

3. Once you have selected the University you attended. Proceed to verify now.
4. Submitting your enquiry

The following information must be provided along with a signed consent form. Note that if your name has changed since you graduated from university, please confirm your name at the time of study prior to submitting the enquiry.

- **First Name**
- **Last Name**
- **Date of Birth (DD/MM/YYYY)**
- **Qualification type**
- **Course name**
- **Year of award**
- **Classification**

While we aim to provide dates of attendance for all our enquiries, sometimes these records are no longer retained. This usually affects awards made prior to 2000.

5. Payment of £14 GBP can be made by debit/credit card before you submit your enquiry.
6. Please allow up to 10 working days for your verification to be returned.
7. You will be notified by email with updates to your verification. Once this is received, please email Hedd confirming this has been completed and request this is now transferred to BQA for evaluation.
8. Hedd will transfer your verification directly to BQA.

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