

VOCATIONAL TRAINING ACT  
(Cap. 47:04)

**ACCREDITATION OF VOCATIONAL TRAINING INSTITUTIONS AND  
ASSESSMENT CENTRES REGULATIONS, 2004**  
(Published on 13th February, 2004)

ARRANGEMENT OF REGULATIONS

REGULATION

1. Citation
2. Interpretation
3. Application for accreditation
4. Training institution or assessment centre to be registered before accreditation
5. Conditions for accreditation
6. Accreditation of training institution or assessment centre
7. Register of accredited training institutions and assessment centres
8. Types of accreditation
9. Duration of accreditation
10. Renewal of accreditation
11. Monitoring and auditing of training institutions and assessment centres
12. Change in programmes, etc.
13. Annual report
14. Suspension of accreditation
15. Withdrawal of accreditation
16. Appeals

SCHEDULE

IN EXERCISE of the powers conferred on the Minister of Labour and Home Affairs by section 31 of the Vocational Training Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Accreditation of Vocational Training Institutions and Assessment Centres Regulations, 2004. Citation

2. In these Regulations, unless the context otherwise requires — Interpretation  
“accreditation” means the recognition granted to a training institution or assessment centre under regulation 6; and  
“quality requirements” means the criteria set by the Authority which a training institution or an assessment centre must meet in order for it to qualify for accreditation.

3. (1) A training institution which wishes to be accredited shall apply to the Authority. Application  
for  
accreditation

(2) An application under sub regulation (1) shall be made in Form BOTA/RA IA/101 set out in the Schedule and shall be accompanied by a fee of P1000.

Training institution or assessment centre to be registered before accreditation

4. (1) Subject to the provisions of sub regulation (2), the Authority shall not grant accreditation to a training institution or an assessment centre unless that training institution or assessment centre has been registered with it.

(2) Notwithstanding the provisions of sub regulation (1), a training institution or an assessment centre may lodge, with the Authority, an application for accreditation together with an application for registration.

Conditions for accreditation

5. The Authority shall not grant accreditation to a training institution or an assessment centre unless it is satisfied that the training institution or assessment centre meets the following quality requirements on the training or assessment services it provides, namely, that the training institution or assessment centre —

- (a) has adequate staff to carry out its functions;
- (b) has training and assessment strategies which are appropriate to the needs of its trainees;
- (c) provides a learning or assessment environment which is appropriate to the needs of trainees or the demands of the assessment that it offers;
- (d) is likely to meet the assessment and moderation requirements set for national awards;
- (e) has effective administrative and records management procedures including records of the activities and attainments of trainees;
- (f) has adequate procedures for the regular and timely feedback to the trainees on their attainments and for reporting such attainments to the Authority;
- (g) has a transparent recruitment and enrolment policy;
- (h) has clear information on the services it offers, qualifications and the fees to be paid in respect of the programmes of study; and
- (i) has services which give guidance and support to assist trainees to identify and achieve their desired qualifications.

Accreditation of training institution or assessment centre

6. The Authority shall, where it is satisfied that a training institution or assessment centre meets the quality requirements on the training or assessment services it provides, issue a certificate of accreditation to the training institution or assessment centre in the Form set out in the Schedule.

Register of accredited training institutions and assessment centres

7. The Authority shall keep a register of accredited training institutions and assessment centres, which register shall be kept at the offices of the Authority and be open for inspection during office hours by members of the public.

Types of accreditation

8. The Authority may grant accreditation to a training institution or an assessment centre for the following —

- (a) a defined scope of education, training or assessment services; or
- (b) training or assessment services linked to the Framework.

Duration of accreditation

9. The accreditation of a training institution or an assessment centre shall be for such period, not exceeding 5 years, as shall be contained in the certificate of accreditation issued under regulation 6.

Renewal of accreditation

10. (1) An accredited training institution or assessment centre may apply for a renewal of accreditation where the accreditation has not been suspended or withdrawn.

(2) An accredited training institution or assessment centre shall include, in the application form for renewal of accreditation, any additional programmes or significant changes in the training or assessment services it offers.

(3) An application under sub regulation (1) shall be in Form BOT/RA IA/ 201 set out in the Schedule.

11. (1) The Authority shall monitor and audit accredited training institutions and assessment centres, reported attainments, systems and documentation, and shall inspect their premises to ensure that the training institutions and assessment centres continue to meet —

Monitoring and auditing of training institutions and assessment centres

(a) the quality requirements; and

(b) the training and assessment standards set by the Authority.

(2) A training institution or an assessment centre shall pay —

(a) a fee of P1 000 for any scheduled audit; and

(b) a fee of P150 for any unscheduled audit, per hour.

12. (1) An accredited training institution or assessment centre which introduces new programmes or any other significant change in the scope of its education, training or assessment services, shall apply for accreditation following a change in the scope of the services it provides.

Change in programmes, etc.

(2) An application under sub regulation (1) shall be in Form BOT/RA IA/ 301 set out in the Schedule and shall be accompanied by a fee of P100 and information which indicates whether the quality requirements referred to in regulation 5 will continue to be met and are appropriate to the new service offered by the training institution or assessment centre.

(3) An application under sub regulation (1) shall be deemed to be a new application for accreditation and the provisions of regulations, 3, 4, 5 and 6 shall apply to such application.

13. (1) An accredited training institution and an accredited assessment centre shall lodge, with the Authority, an annual report, on its activities.

Annual Report

(2) The annual report referred to in sub regulation (1) shall be lodged, each year, on the anniversary of the training institution's or assessment centre's initial registration date.

14. (1) The Authority may suspend the accreditation of a training institution or an assessment centre, in whole or in part, where an audit under regulation 11 has revealed that the training institution or assessment centre has ceased to meet the quality requirements.

Suspension of accreditation

(2) Where the Authority finds that the training institution or assessment centre has ceased to meet the quality requirements, or has failed to develop training or assessment services linked to the Framework, it shall, in writing, bring that finding to the attention of the training institution and shall request the training institution to meet the quality requirements or to develop training or assessment services linked to the Framework, respectively, within such period as the Authority may determine.

(3) Where the Authority has, in terms of sub regulation (2), brought to the attention of the training institution the finding that it has not met the quality requirements, or that it has not developed the training or assessment services linked to the Framework, the training institution or assessment centre shall not enrol trainees or commence a programme in the discipline in which a concern has been raised by the Authority under that sub regulation.

(4) If, within the period determined under sub regulation (2), the training institution fails to meet the quality requirements, or the assessment centre fails to develop training or assessment services linked to the Framework, the Authority shall suspend the accreditation thereof.

**15.** The Authority shall withdraw the accreditation of a training institution or an assessment centre, in whole or in part, where the training institution or assessment centre —

Withdrawal of accreditation

- (a) disregards a request made under regulation 14(2) or fails to rebut any finding brought to its attention under that regulation;
- (b) does not meet the quality requirements at the end of the suspension of the accreditation;
- (c) fails to lodge an annual report in accordance with regulation 13; or
- (d) fails to lodge an application for renewal of accreditation in accordance with regulation 10.

**16.** (1) A person aggrieved by a decision of the Authority under these Regulations may, within 30 days of the notification of that decision, appeal to the Minister in writing.

(2) A person aggrieved by a decision of the Minister under these Regulations may, within 30 days of the notification of that decision, appeal to the High Court.

Appeals

## SCHEDULE

BOTA/RA IA/101

### APPLICATION FOR ACCREDITATION OF TRAINING INSTITUTION AND ASSESSMENT CENTRE (regulation 3 (2))

	<p><b>BOTSWANA TRAINING AUTHORITY</b>                  Private Bag BO 340      Tel: (+267) 3159 481      Physical Address:                  Gaborone                      Fax: (+267) 3952 301      Botswana Insurance House                  Botswana                      E-mail: info@bota.org.bw      Main Mall, Gaborone</p>
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**1. Institutional management and location**

- (a) Name of training institution/assessment centre\*:  
.....
- (b) Training institution/assessment centre\* number:  
.....
- (c) Postal address:  
.....
- (d) Physical address of administration site:  
.....
- (e) Lease period of administration site (*Please write "owned" in each case if plot is "owned"*): Commencement date of lease.....Expiry date.....
- (f) Location of administration site (name of city/town/village and district/sub-district):  
.....
- (g) Telephone No. of administration site:  
.....
- (h) Fax:  
.....
- (i) E-mail:  
.....
- (j) Physical address(es) of any other delivery site(s), period of plot lease, name of city/town/village and district/sub-district for each site (*please write "owned" under lease period / plot owned if plot(s) is/are owned*):

Physical Address	Name of city/ town/village	District/ Sub-district	Lease Period/Plot owned	
			Commencement date	Expiry date



**3. This application has been checked and it contains information on all of the following (tick appropriate boxes):**

- (a) Competent staff
- (b) Learning strategies
- (c) Assessment strategies
- (d) Learning or assessment environment and appropriate resources
- (e) Assessment method
- (f) Administrative and records procedures
- (g) Information sharing
- (h) Recruitment and enrolment
- (i) Guidance and support

**(NB. The bulk of the evidence should be in the form of supporting documents such as certificates, accounts statements and references, and any other documents that may provide useful information for the processing of this application.)**

**4. Declaration**

We, the undersigned, state that:

- (a) the information contained in the application is, to the best of our knowledge, true and accurate; and
- (b) our institution has sufficient financial provision to cover its operations.

Name of operational manager:.....

Signature: ..... Date:.....

Name of chairperson of governing body:.....

Signature: ..... Date:.....

Name of one member of Board of Governors: .....

Signature: ..... Date:.....

**5. For official use by BOTA**

(a) Date application received and checked:.....

Signature of Registration and Accreditation Specialist:.....

(b) Assigned provider number:.....

(c) Name of BOTA officer processing application:.....

(d) Date provider data captured on database:.....

Signature of Registration and Accreditation Specialist:.....

(e) Date of vetting of application:.....

Signature of Registration and Accreditation Specialist:.....

(f) Date applicant informed of outcome:.....

Signature of Registration and Accreditation Coordinator .....

(g) Date registration certificate issued:.....

Signature of Certification Registrar :.....

*\*Delete whichever is not applicable.*

**BOTSWANA TRAINING AUTHORITY.**

**CERTIFICATE  
OF ACCREDITATION**

**This is to certify that**

.....  
of  
.....

**is accredited as a**

**TRAINING INSTITUTION/ASSESSMENT CENTRE**

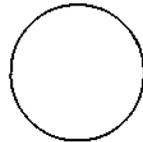
**under the Vocational Training Act (Cap. 47:04)**

**Accreditation Date:** .....

**Expiry Date:**.....

**Date of First Accreditation:**.....

.....  
*Director  
Quality Assurance*



.....  
**Board Chairperson**

**Serial No: 0000**

APPLICATION FOR RENEWAL OF ACCREDITATION OF TRAINING INSTITUTION  
AND ASSESSMENT CENTRE  
(regulation 10 (4))

	<b>BOTSWANA TRAINING AUTHORITY</b> Private Bag BO 340    Tel: (+267) 3159 481    Physical Address: Gaborone                      Fax: (+267) 3952 301    Botswana Insurance House Botswana                      E-mail: info@bota.org.bw    Main Mall, Gaborone		
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1. Institutional management and location (*Apart from (a) and (b) below, please write "same" if information is the same as in the previous application, otherwise enter the required details*).

(a) Name of training institution/assessment centre\* : .....

.....

(b) Training institution / assessment centre\* number: .....

(c) Postal address: .....

(d) Physical address of administration site: .....

(e) Lease period of administration site (Please write "owned" in each case if plot is "owned"):

Commencement date of lease..... Expiry date.....

(f) Location (name of city/town/village and district / sub-district) .....

.....

(g) Telephone no. of administration site: .....

(h) Fax: .....

(i) E-mail: .....

(j) Physical address(es) of any other delivery site (s), period of plot lease, city/town/ village and district/sub-district for each site (please write "owned" under lease period/ plot "owned" if plot(s) is/are owned ):

Physical Address	Name of city/ town/village	District/ Sub-district	Lease Period/Plot Address owned	
			Commencement date	Expiry date



**3. The following quality standards are adhered to by the training institution / assessment centre\* (tick appropriate boxes):**

- (a) Competent staff
- (b) Learning strategies
- (c) Assessment strategies
- (d) Learning or assessment environment and appropriate resources
- (e) Assessment method
- (f) Administrative and records procedures
- (g) Information sharing
- (h) Recruitment and enrolment

(N.B. The bulk of the evidence should be in a comprehensive self-evaluation report that should accompany this application.)

**4. Declaration**

We, the undersigned, state that:

- (a) the information contained in the application is, to the best of our knowledge, true and accurate; and
- (b) our institution has sufficient financial provision to cover its operations.

Name of operational manager:.....

Signature: ..... Date:.....

Name of chairperson of governing body:.....

Signature: ..... Date:.....

Name of one member of Board of Governors: .....

Signature: ..... Date:.....

**5. For official use by BOTA**

(a) Date application received and checked:.....

Signature of Registration and Accreditation Specialist .....

(b) Assigned provider number:.....

(c) Name of BOTA officer processing application:.....

(d) Date provider data captured on database:.....

Signature of Registration and Accreditation Specialist :.....

(e) Date of vetting of application.....

Signature of Registration and Accreditation Specialist:.....

(f) Date applicant informed of outcome:.....

Signature of Registration and Accreditation Coordinator:.....

(g) Date registration certificate issued:.....

Signature of Certification Registrar:.....

- *Delete whichever is not applicable.*

**APPLICATION FOR ADDITIONAL AND CANCELLATION OF  
SUB-FIELDS/DOMAIN  
(regulation 12(2))**

	<b>BOTSWANA TRAINING AUTHORITY</b> Private Bag BO 340    Tel: (+267) 3159 481    Physical Address: Gaborone              Fax: (+267) 3952 301    Botswana Insurance House Botswana                E-mail: info@bota.org.bw    Main Mall, Gaborone		
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**1. Institutional management and location ( Apart from (a) and (b) below, please write "same" if information is the same as in the previous application, otherwise enter the required details).**

(a) Name of training institution .....

.....

(b) Training institution number:.....

(c) Location (Name of city/town/village and district/sub-district).....

.....

(d) Name of current operational manager:.....

- Date of birth .....
- Gender (tick appropriate box):      male               female
- Nationality.....
- Relevant experience.....
- Qualifications.....

**2. State below the sub-field which you would like added to / removed from your scope of training or assessment services.**

Sub-field	BNVQ—level	Non-BNVQ Level	Code

**3. Declaration**

We, the undersigned, state that:

- (a) the information contained in the application is, to the best of our knowledge, true and accurate; and
- (b) our institution has sufficient financial provision to cover its operations.

Name of operational manager:.....

Signature: ..... Date:.....

Name of chairperson of governing body:.....

Signature: ..... Date:.....

Name of one member of Board of Governors: .....

Signature: ..... Date:.....

**4. For official use by BOTA**

(a) Date application received and checked:.....

Signature of Registration and Accreditation Specialist:.....

(b) Name of officer allocated application:.....

(c) Date provider data captured on database:.....

Signature of Registration and Accreditation Specialist:.....

(d) Date of vetting of application.....

Signature of Registration and Accreditation Specialist: .....

(e) Date applicant informed of outcome:.....

Signature of Registration and Accreditation Specialist:.....

MADE this 10th day of February, 2004.

**T.D. MOGAMI,**  
*Minister of Labour and  
Home Affairs.*