

VOCATIONAL TRAINING ACT  
(Cap. 47:04)

VOCATIONAL TRAINING (REGISTRATION AND ACCREDITATION OF  
TRAINERS AND ASSESSORS) REGULATIONS, 2004  
(Published on 2nd April, 2004)

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FIRST SCHEDULE

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

1. These Regulations may be cited as the Vocational Training (Registration and Accreditation of Trainers and Assessors) Regulations, 2004. Citation
2. In these Regulations, unless the context otherwise requires — Interpretation  
“accreditation” means recognition granted to a trainer or assessor, following a formal evaluation, that the trainer or assessor has the competency to train or assess, as the case may be, in a specific subject to a specific level;  
“assessor” means a person who collects and interprets evidence of ability or competence in vocational training; and  
“training institution” means a private or public centre, organisation, employer or person, providing vocational training.
3. (1) A person who wishes to be registered as a trainer or assessor shall apply to the Authority for registration. Application  
for registration

(2) An application made under subregulation (1) shall be in the form set out in the First Schedule and shall be accompanied by the fees specified in the Second Schedule.

(3) The Authority may, in writing, require an applicant to provide it with such further information as the Authority may consider relevant to the application.

Registration

4. (1) Where the Authority is satisfied that a person meets the requirements of these regulations for registration as a trainer or assessor, it shall register that person.

(2) Where the Authority registers a person as a trainer or assessor, it shall, within 30 days of such registration —

- (a) issue, to that person, a certificate of registration; and
- (b) record the registration in the Register.

Period of validity of registration

5. A trainer or assessor shall remain registered for such period as may be specified by the Authority, which period shall not exceed 5 years.

Categories of registration

6. (1) The types of registration which may be granted to an applicant in terms of regulation 4(1) shall be —

- (a) provisional registration; and
- (b) full registration.

(2) Provisional registration shall be granted to a person who meets the requirements for eligibility to be a trainer or assessor, prescribed by the Authority, but —

- (a) has been engaged as a trainer or assessor for a period of less than two years within the period of five years immediately before the date of application to practise as a trainer or assessor; or
- (b) has not been practising as a trainer or assessor within the period of five years immediately before the date of application to practise as a trainer or assessor.

(3) Full registration shall be granted to a person who meets the requirements for eligibility to be a trainer or assessor, and has been a trainer or assessor in Botswana for a period of at least two years within the period of five years immediately preceding the date of his or her application for registration and has demonstrated the required standards of a practising trainer or assessor.

Renewal of registration

7. (1) A person who wishes to remain registered as a trainer or assessor shall, within 6 months before his or her period of registration expires, apply to have the registration renewed.

(2) An application for renewal of registration shall be in the form set out in the First Schedule and shall be accompanied by such supporting documents as the Authority may require and the fee set out in the Second Schedule.

Revocation of registration

8. (1) The Authority may revoke registration granted to a trainer or assessor where —

- (a) the trainer or assessor made a statement which was false or misleading in any material particular, to the Authority, in relation to an application for registration;
- (b) the trainer or assessor has failed to demonstrate the required standards of a practising trainer or assessor within such period as the Authority may consider reasonable; or
- (c) the trainer or assessor is convicted of a criminal offence, the penalty for which is imprisonment for a term not less than 6 months without the option of a fine.

(2) Where the Authority intends to revoke the registration of a trainer or assessor, it shall issue written notice to the trainer or assessor —

- (a) informing that trainer or assessor of the reason for intending to revoke the registration; and
- (b) allowing the trainer or assessor 14 days within which to make representation to the Authority.

(3) Where the Authority decides to revoke the registration of a trainer or assessor, the Authority shall inform the principal, the director, or the manager, of a training institution at which the person is a trainer or assessor, of such revocation.

(4) A trainer or assessor whose registration has been revoked, shall not continue to practise as a trainer or assessor, as the case may be.

9. The Authority may, where a person does not meet the requirements for eligibility as a trainer or assessor, but has been practising as a trainer or assessor before the coming into operation of these Regulations, exempt that person from the requirements of the Regulations on condition that the person complies with those requirements within such period as the Authority may consider appropriate.

Exemptions

10. The Authority shall, where it has granted a person full registration in terms of regulation 4, endorse that person's registration with accreditation to operate in respect of defined education and training services for programs approved by the Authority.

Accreditation

11. (1) The Authority shall issue a person granted accreditation under regulation 10 with a practice certificate endorsed with accreditation to train or assess in respect of defined education and training services for programs approved by the Authority.

Issue of practice certificate

(2) A practice certificate issued in terms of this regulation shall be valid for a period of 5 years.

12. (1) A trainer or assessor who has been issued with a practice certificate shall, within 6 months before the certificate expires, apply to have the certificate renewed, in the form set out in the Third Schedule.

Renewal of practice certificate

(2) Where the applicant continues to meet the eligibility requirements and demonstrates the required standards of a practising trainer or assessor, the Authority shall renew the practice certificate and endorse the accreditation granted to the trainer or assessor.

(3) An application made under subregulation (1) shall be accompanied by the fee set out in the Second Schedule.

13. The Authority shall maintain and make accessible to the public, a list of all registered trainers and assessors, and accredited trainers and assessors.

Maintaining of register

14. (1) Registration under these Regulations shall expire where —

Expiry of registration

- (a) provisional registration is not confirmed within a period of 3 years from the date of such registration; or
- (b) in the case of full registration, a practice certificate is not renewed within a period of 5 years from the date of issue.

(2) Where registration has expired a trainer or assessor shall cease to practice as a trainer or assessor, as the case may be.

15. A person aggrieved by a decision of the Authority under these Regulations may appeal to the Minister, against that decision, within 14 days of learning of the decision.

Appeals

Offences

16. A person who —

- (a) practices as a trainer or assessor without being registered in accordance with the provisions of these Regulations;
- (b) states or purports to be a registered trainer or assessor when the Authority has not granted that person registration status;
- (c) makes a statement that is false or misleading in a material particular to an authorised officer or representative of the Authority in relation to an application for registration; or
- (d) otherwise contravenes a provision of these Regulations, commits an offence and is liable to the penalty prescribed under section 30 of the Act.

Transitional provision

17. Any trainer or assessor who, at the coming into operation of these Regulations, has been practising as a trainer or assessor, shall, within six months of the coming into operation of these Regulations, comply with the provisions of these Regulations.

FIRST SCHEDULE

(regulations 3(2), 7(2), 8(1), and 12(1))

Form TR1

VOCATIONAL TRAINING ACT  
(Cap. 47:04)

APPLICATION FOR REGISTRATION AND ACCREDITATION OF  
A TRAINER OR ASSESSOR

This application is for the registration and accreditation of —

Trainer	
Trainer of trainers	
Assessor	

1.0 PERSONAL INFORMATION

1.1 Surname .....

1.2 First name(s) .....

1.3 Date of birth .....

1.4 Nationality .....Passport number/ID number .....

1.5 Postal address .....

1.6 Physical address.....

1.7 Gender.....

1.8 Telephone number (Work).....Telephone Number (Home).....

Fax number.....

1.9 Cellphone number.....

1.10 Email address.....

2.0 List the areas in which you wish to offer training service(s):  
(Refer to BNVQF classifications, fields and levels if known)

.....

.....

.....

.....

.....

.....

.....

.....

...3.0 Please find enclosed in this application pack, the following documents to support my application (tick all that are applicable):

...3.1 A recent medical examination report from a registered medical practitioner. (The medical examination must have taken place within the last 18 months).

...3.2 Certified copies of certificates/transcripts, showing that I have undertaken an approved course of training. (This course must include assessment principles and standards-based assessment).

...3.3 Verified competence in a specified vocation. (Work must be for a consecutive period of at least two years, in the past five years).

...3.4 Evidence of membership to a professional association.

...3.5 Evidence of attainment following assessment against published benchmark standards. (These could be standards on other national qualifications frameworks).

...3.6 Past experience in assessment, including experiences outside Botswana. (Dates must be shown).

...3.7 Qualifications that I possess in a vocational area.

...3.8 Statement on the level/qualification/unit standard/field/sub-field/domain that I wish to assess.

...3.9 A minimum of three references. Names, addresses, telephone and fax numbers of referees must be supplied below:

1..... 2..... 3.....  
.....  
.....

Telephone number:  
Fax number:

Telephone number:  
Fax number:

Telephone number:  
Fax number:

**4.0 Applicants for Full Registration only**

The following additional information is required:

- ...4.1 Evidence of professional development by the applicant.
- ...4.2 Evidence of mentoring colleagues and learners.
- ...4.3 Evidence of leading and supporting other training and non-training colleagues.
- ...4.4 Evidence of managing resources.
- ...4.5 A form from your institution affirming that you have been practising (for Re-registration only)

**5.0 Declaration by Applicant:**

I declare that the above details are correct, and I hereby apply to be registered and accredited as a trainer/ assessor (delete as appropriate).

I declare that I have not in the past ten years been convicted, either within or outside Botswana, of an offence that carries a penalty of six (6) months imprisonment or more without the option of a fine.

Name .....Signature.....

Date.....

Witnessed by:

Name: .....Signature .....

Date:.....

**6.0 For Official use by BOTA**

Date application received.....

Date application checked.....

Date Processed: .....

Action taken:

.....Approved

.....Rejected

.....Further information required

.....Other .....

Registration and Accreditation number assigned .....

By: (Name of Officer).....

**SECOND SCHEDULE**  
*(Regulations 3(2), 7(2) and 8(2))*

**FEES**

Application by a trainer or assessor for —

(a)	<i>Type of registration</i>	<i>Fee</i>
	Interim registration	P 50.00
	Provisional registration	P 75.00
	Registration subject to confirmation	P100.00
	Full registration	P150.00
	Application for accreditation per subject	P 50.00
	Renewal of registration	P 50.00
	Renewal of accreditation	P 50.00
(b)	Evaluation of overseas qualifications	P300.00

**THIRD SCHEDULE**  
*(regulation 12(1))*

**AFFIRMATION FORM**  
*(For renewal of Practice Certificate)*

**PART A: BACKGROUND INFORMATION**

1. Name of trainer or assessor.....
2. Postal address .....
3. Phone numbers .....
- 3.1 Telephone .....
- 3.2 Cellphone .....

4. Fax number.....
5. Registration No:.....
6. Date of last registration.....
7. Expiry date.....
8. Expiry date of.....  
Practice Certificate
9. Present Institution.....
- 9.1 Area of training/ assessing      List domains/ modules/ subjects here:
- 9.2 Dates of Practice                      From:                      To:
10. Previous institution .....  
(If past practice not in present institution)
- 10.1 Area of training/ assessing      List domains/ modules/ subjects here:
- 10.2 Dates of practice                      From:                      To:

**PART B: PROFESSIONAL COMPETENCE**

For each of the following, kindly write your observation of the applicant's performance.

11. Professional knowledge and practice  
*(Give examples of how the applicant has clearly demonstrated practice skills and knowledge to an acceptable standard. Comment on this level of performance)*
- .....
- .....
- .....
- .....
- .....
12. Relationships  
*(Give examples of how the applicant effectively relates to learners, colleagues and stakeholders. Comment on the consistency and effectiveness of these interactions)*
- .....
- .....
- .....

13. **Educational Leadership**  
*(Comment on how the applicant has demonstrated educational leadership. Comment on the consistency and effectiveness of these actions)*  
 .....  
 .....  
 .....
14. **Personal Skills**  
*(Give examples of how the applicant uses their personal skills to promote learning. Comment on the consistency and effectiveness of these tactics)*  
 .....  
 .....  
 .....
15. **Professional Development**  
*(Give examples of courses, workshops, seminars the applicant has attended/ undergone as a means of developing himself/herself professionally. Comment on the extent to which these have helped improve the applicant's professional performance)*  
 .....  
 .....  
 .....
16. **General Comments**  
 .....  
 .....  
 .....

**RECOMMENDATION**

I recommend /do not recommend a renewal of the applicant's Practice Certificate (Delete as Appropriate)

Name:.....

Institution:.....

Signed:..... Date:.....

**PRINCIPAL/DIRECTOR**

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**For official use**

Date affirmation received \_/\_/\_\_\_

Date affirmation checked \_/\_/\_\_\_

Date details captured on database: \_/\_/\_\_\_

Date of affirmation vetting: \_/\_/\_\_\_

Action taken:

.....Approved

.....Rejected

.....Further information required

.....Other .....

Additional information/reason for non-approval:

.....  
.....  
.....

Date applicant informed of outcome: \_/\_/\_\_\_

Date Practice Certificate issued: \_/\_/\_\_\_

MADE this 15th day of March, 2004.

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

L2/4/341 I