

VOCATIONAL TRAINING ACT
(Cap. 47:04)

ACCREDITATION OF VOCATIONAL TRAINING INSTITUTIONS AND
ASSESSMENT CENTRES REGULATIONS, 2010

(Published on 9th April, 2010)

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SCHEDULES

IN EXERCISE of the powers conferred on the Minister of Labour and Home Affairs by section 31 of the Vocational Training Act (Cap. 47:04), and after consultation with the Board of the Botswana Training Authority, the following Regulations are hereby made —

1. These Regulations may be cited as the Accreditation of Vocational Training Institutions and Assessment Centres Regulations, 2010 and shall come into operation on 1st May, 2010. Citation and commencement

2. In these Regulations, unless the context otherwise requires — Interpretation
“accreditation” means the recognition granted to a training institution and assessment centre under regulation 5;
“module” means a small, self-contained component being integral to a greater whole, such as an important part of a course;
“new programme” means any programme that is newly designed and conceptualised and not previously accredited or a revised programme in which the changes effected constitute more than fifty percent of the programme; and
“programme” means a scheme of proceedings for a course of study, or a structured pathway of learning or training leading to an award.

3. (1) An application for accreditation as a training institution or assessment centre, shall be made to the Authority, in the form set out in the First Schedule and shall be accompanied by such supporting documents as the Authority may require.

(2) The application under subregulation (1) shall be made to the Authority by a duly authorised representative of the training institution or assessment centre.

(3) A training institution or assessment centre making an application under subregulation (1) shall demonstrate that it has systems appropriate to its scale of operations and scope of services to manage the quality of its training and assessment operations and in particular, it shall ensure that —

- (a) each staff member is suitably qualified and competent in his or her duties;
- (b) appropriate and adequate learning and assessment strategies to meet the needs of its learners are identified, negotiated, planned and implemented;
- (c) it has learning or assessment environments and resources appropriate to meet the needs of its learners;
- (d) its assessment procedures are fair, valid and consistent and also meet the requirements of outcomes specified in relevant standards within the scope of its services, and the assessment and moderation requirements set for national awards;
- (e) effective administration and records management procedures are in place, and accurate and current records of learner activity and attainment are maintained;
- (f) regular and timely feedback on attainment is provided to learners and reported to the Authority and other relevant authorities;
- (g) equity and access principles are applied in recruitment of staff and enrolment of learners ;
- (h) timely, appropriate and accurate information on programmes, programme requirements and any fees payable are made available and accessible to the members of public;
- (i) guidance and support services that assist learners to identify and achieve their desired goals are made available and accessible;
- (j) each intended programme shall be justified in terms of local, national or regional economic and social needs and be clearly supported by key stakeholders; and
- (k) its learners are registered with the Authority.

(4) The training institution or assessment centre shall set out, in the application form —

- (a) its planned activities for a period of 12 months from the date of application;
- (b) the programmes intended to be offered, facilitated or supported, which programmes shall —
 - (i) conform to the requirements of the Botswana National Vocational Qualifications Framework levels, and
 - (ii) relate to the qualification or approved field of learning.

4. The training institution or assessment centre shall, in its application, provide evidence that it —

Requirements
for
accreditation

- (a) is a body corporate with defined values, visions and missions and specific objectives related to vocational training institutions or assessment centres;
- (b) has stated strategic directions and plans that will contribute to the Government's socio-economic and technological development goal, and the development of a viable vocational training system as a whole;
- (c) has appropriate and adequate governance and management structures and qualified and competent personnel to ensure sound financial management and ethics;
- (d) has in place rigorous processes of self-evaluation and internal audit that are inclusive of key stakeholders;
- (e) is financially sustainable and has systems and internal and external controls to maintain its financial sustainability over a long term;
- (f) has appropriate and adequate systems to safeguard any payments made to it prior to the commencement of an education or training programme;
- (g) meets the learning needs of its learners through the provision of appropriate training and support services;
- (h) supports credit transfer and recognition of prior learning through assessment;
- (i) has safe and healthy learning and assessment environments and that these are well maintained;
- (j) improves equity and access to vocational training;
- (k) has met other legal requirements in the location intended for the operation of a vocational training institution or assessment centre;
- (l) has a defined scope of training services approved by the Authority;
- (m) has training and assessment services aligned to the Botswana National Vocational Qualifications Framework;
- (n) uses unit standards and qualifications registered in named fields, sub-fields or domains of the Botswana National Vocational Qualifications Framework; and
- (o) has suitably qualified and competent trainers and assessors registered and accredited with the Authority.

5. (1) The Authority shall, if assured that a training institution or assessment centre has the necessary capacity for the grant of accreditation and that such capacity is likely to be maintained or enhanced, grant accreditation to the training institution or assessment centre —

Grant of
accreditation

- (a) for a specified scope of training services, and for the organisational structure set out in the application form and the supporting documents;
- (b) subject to any conditions imposed by the Authority limiting or restraining the provisions of any training services offered; and
- (c) subject to any other conditions as the Authority may prescribe from time to time.

(2) The accreditation of a training institution or assessment centre shall be for such period, not exceeding five years, as shall be specified in the certificate of accreditation issued under regulation 7.

6. (1) An officer of, or authorised representative of the Authority may, at any time, enter the premises of a training institution or assessment centre for the purpose of verifying any evidence —

Verification
of information

- (a) furnished as part of an application for accreditation;
- (b) contained in an annual report; or
- (c) in the course of monitoring and audit visits.

(2) The Authority shall, after verifying evidence under subregulation (1), report the level of compliance with the criteria set for accreditation to the Board.

(3) The Authority may, in verifying the contents of an application for accreditation, enlist the assistance of such industry or subject experts as necessary to determine the capacity of the applicant to deliver quality vocational training.

(4) The Authority may, in accordance with section 19 of the Act, summon any person who is able to furnish any information required for verification or investigation or who is in possession or in control of any document, book or other object relating to a subject, to appear before the Authority to be questioned or to produce such document, book or other object.

Issue of
certificate
of
accreditation

7. (1) The Authority shall, where it is satisfied that a training institution or assessment centre meets the quality requirements for accreditation, issue a certificate of accreditation to the training institution or assessment centre.

(2) The Authority shall, when issuing the certificate of accreditation, update the register of accredited training institutions or assessment centres by recording —

(a) the legal name or trading name of the accredited training institution or assessment centre;

(b) the accreditation number allocated to such training institution or assessment centre;

(c) the date of grant of accreditation;

(d) the period of accreditation granted or the scheduled date for renewal of accreditation;

(e) the physical sites and address for which accreditation has been granted;

(f) the scope of accreditation granted; and

(g) any other accreditation conditions imposed by the Authority.

Fees

8. (1) The Authority may impose the fees prescribed in the Second Schedule on the training institutions and assessment centres for the —

(a) application for accreditation under regulation 3;

(b) carrying out of quality assurance processes related to the initial grant, extension of scope or reconfirmation of accreditation;

(c) application for renewal of accreditation under regulation 11; and

(d) carrying out of monitoring and audit visits.

(2) The fees imposed under subregulation (1) are subject to periodic review by the Authority.

Expanding
the scope of
accreditation

9. (1) An accredited training institution or assessment centre may at any time, make an application in the form set out in the Third Schedule, to the Authority, to expand the scope of the training services provided by the training institution or assessment centre.

(2) An application for expanding the scope of accreditation shall be made where —

(a) additional programmes are to be offered in an area, sub-field or domain not covered by the existing accreditation;

(b) additional courses are to be offered in an area, sub-field or domain at a level higher than that covered by an existing accreditation; or

(c) there is to be an addition to the delivery sites covered by an existing accreditation, particularly where such sites are located in a village, town or city.

(3) The application form under subregulation (1) shall be accompanied by such supporting evidence as may be necessary to demonstrate clearly that the system for establishing and managing the quality of training or assessment services offered has been suitably amended to ensure that the system remains both relevant and realistic and in compliance with the criteria set for accreditation.

(4) An officer of, or authorised representative of the Authority may, at any time, enter the premises of a training institution or assessment centre to conduct an evaluation and verification of the new details submitted to it.

(5) The Authority may, in evaluating and verifying the contents of an application for expansion of scope of accreditation, enlist the assistance of such industry or subject experts as necessary to determine the capacity of the applicant to deliver the training or assessment services.

(6) The Authority may, upon receiving the report under subregulation (4), grant an expansion of scope of accreditation and such grant shall be within the same period as the existing accreditation.

(7) The Authority may impose any other conditions on any or all of the new training services granted in an expansion of scope of accreditation and any training or assessment services covered by the accreditation of the training institution or assessment centre across any or all of its delivery sites.

10. (1) Where the accredited training institution or assessment centre seeks to renew its accreditation or seeks to make any changes or additions to programmes, activities and enrolments, it shall first seek the approval of the Authority to do so.

Notification of
significant
changes

(2) A training institution or assessment centre shall immediately notify the Authority of any changes that may compromise the validity of any previous decision of the Authority to grant accreditation where these changes consist of —

- (a) a change in the ownership of the training institution or assessment centre;
- (b) a change in the legal status;
- (c) a decision to cease operations;
- (d) a change in the location of the head office or satellite site;
- (e) a change in the composition of the governing body;
- (f) a change in the senior management personnel;
- (g) a change in the funding sources;
- (h) a change in any franchising or partnership arrangements;
- (i) a decrease or increase in the number of learners of more than ten percent in any one year;
- (j) a major change in the profile of the learners;
- (k) a change of site of the training institution or assessment centre;
- (l) a significant change in the mode of delivery of any course covered by an existing accreditation;
- (m) a change in the residential nature of any course;
- (n) the opening of a new site outside Botswana;
- (o) a change in the staffing of the institution or assessment centre; or
- (p) cancellation of a course or programme or service from the scope.

(3) Where the Authority has received an application from a training institution or assessment centre for renewal of accreditation or approval for changes made under subregulation (1) and (2), and the Authority is of the opinion that the renewal or proposed changes meets the criteria set for accreditation, the Authority shall grant an accreditation, renew accreditation or approve the changes made.

(4) Where the Authority is not satisfied with the changes made by the training institution or assessment centre under subregulation (2) and the training institution or assessment centre does not meet the criteria set for accreditation, the Authority shall not —

- (a) grant the accreditation;
- (b) approve the changes; or
- (c) renew the accreditation.

(5) Where the training institution or assessment centre makes changes or additions to programmes, activities and enrolments without the approval of the Authority, the Authority shall revoke its accreditation.

(6) The Authority shall, after verifying the changes made to a training institution or assessment centre and if it is satisfied with the changes made, renew the accreditation of the training institutions and assessment centre for a period not less than two years and not exceeding five years depending on the criteria set for accreditation.

(7) The Authority shall publish in the *Gazette* and in any newspaper of wide circulation, the name of any training institution or assessment centre whose accreditation status has been denied, withdrawn or revoked.

(8) Before the Authority denies, withdraws or revokes the accreditation, or publishes the name of a training institution or assessment centre in the *Gazette* under subregulation (7), the Authority shall inform the training institution or assessment centre to comply with the requirements or remedy any shortcomings within one month of receipt of its application under subregulation (1).

Renewal of
accreditation

11. (1) A training institution or assessment centre which wishes to remain accredited shall, within six months before its period of accreditation expires, apply to the Authority to have the accreditation renewed.

(2) Where the Authority has received an application for renewal of accreditation from a training institution or assessment centre under subregulation (1), and the Authority is of the opinion that the training institution or assessment centre meets the criteria set for accreditation, the Authority shall grant the renewal for accreditation.

(3) An application for renewal of accreditation under these Regulations shall be in the form set out in the Fourth Schedule, and shall be accompanied by such supporting documents as the Authority may require and the fee prescribed in the Second Schedule.

Annual report

12. (1) An accredited training institution or assessment centre shall, in an annual report to the Authority, provide substantive proof that it —

- (a) continues to meet all the qualitative requirements for accreditation;
- (b) is achieving its specific objectives in relation to learner performance; and
- (c) remains financially secure and continues to use effective financial management procedures, and that this is independently verified by an auditor approved by the Authority.

(2) The accredited training institution or assessment centre shall provide updated information on the training services offered and outline any anticipated changes or additions to programmes, activities and enrolments.

Revocation of
accreditation

13. (1) The Authority shall revoke the accreditation of a training institution or an assessment centre, in whole or in part, where the Authority has good cause to believe that the training institution or assessment centre no longer meets the criteria set for accreditation.

(2) The Authority shall, before making the decision to revoke accreditation of a training institution or assessment centre, issue a written notice to the governing body of the training institution or assessment centre stating —

- (a) that it believes that certain requirements for programmes offered are not being met;
- (b) the grounds for the identified non-compliance;

(c) that the training institution or assessment centre shall be allowed 21 days within which to comply with the requirements not being met; or

(d) that the training institution or assessment centre has the right to make submissions on the matter.

(3) Where the Authority has issued the formal written notice under subregulation (2), the training institution or assessment centre shall not enroll any new learner in programmes which the Authority believes do not meet certain requirements, commence any new programmes, or commence new services at any site, until such time that the notice is formally withdrawn.

(4) Where the training institution or assessment centre has made submissions to the Authority under subregulation (2) (d), the Authority shall, renew the accreditation, with new conditions imposed, or revoke the accreditation of the training institution or assessment centre.

(5) Where the Authority has made the decision to revoke the accreditation of a training institution or assessment centre, the training institution or assessment centre shall, immediately, submit its certificate of accreditation to the Authority.

(6) Where the Authority has granted renewal of the accreditation to an institution or assessment centre with new conditions imposed, it shall issue a revised certificate of accreditation to the training institution or assessment centre.

(7) Where a training institution or assessment centre has had its accreditation revoked, it shall not make a new application for accreditation within one year of the decision of the Authority to revoke its accreditation, unless the Authority accepts that it is clearly in the national interest for the application to be made within that period.

14. (1) Where a training institution or assessment centre has not appointed a governing body at the time it makes an application for accreditation, the Authority shall, authorise the training institution or assessment centre to appoint an interim authority.

Interim
authority

(2) The Authority shall, authorise the interim authority to make preparations towards the implementation of the following —

(a) setting up a governing body for the training institution or assessment centre intended to be established;

(b) commencing or continuing the development of physical facilities;

(c) commencing or continuing the assembly of academic resources; and

(d) advertising the approved programmes of instruction expected to be conducted at that institution.

(3) The Authority may suspend or revoke the appointment of an interim authority, if the training institution or assessment centre has not, within one year, made substantial progress in implementing the provisions of subregulation (2) or has not notified the Authority of its intention to proceed with its application for accreditation.

(4) Where the Authority has suspended the appointment of an interim authority, it shall indicate the steps which the training institution or assessment centre must take before the appointment of the interim authority can be restored.

(5) Where the Authority has revoked the appointment of an interim authority, it shall not entertain any subsequent appointment of an interim authority by the same training institution or assessment centre within one year of the revocation, unless good cause is shown by the training institution or assessment centre.

Maintaining of register of training institutions and assessment centres

- 15.** (1) The Authority shall maintain a register of all —
- (a) operating accredited training institutions and assessment centres;
 - (b) closed training institutions and assessment centres; and
 - (c) audited and non compliant training institutions and assessment centres.
- (2) The register maintained in terms of subregulation (1) shall be kept at the offices of the Authority and shall be open for inspection by any member of the public, during office hours.
- (3) The register shall clearly describe in respect of each accredited training institutions and assessment centre —
- (a) the form and structure of the training institution or assessment centre;
 - (b) the range of services that the training institution or assessment centre offers;
 - (c) the scope of accreditation of the training institution or assessment centre; and
 - (d) the date of accreditation and expiry of accreditation.
- (4) The Authority reserves the right to publish the register by notice in the *Government Gazette* or in a local news paper.

Monitoring and audit of training institutions and assessment centres

- 16.** (1) The Authority shall monitor and carry out audits of all reported attainments, systems and documents of accredited training institutions and assessment centres.
- (2) The Authority shall inspect the premises of accredited training institutions and assessment centres to ensure that such training institutions and assessment centres continue to meet —

- (a) qualitative requirements; and
- (b) training and assessment standards set by the Authority.

Offences

- 17.** A person who —
- (a) operates a training institution or an assessment centre without being accredited in accordance with the provisions of these Regulations;
 - (b) pretends or holds himself or herself to be an accredited training institution or assessment centre when the Authority has not granted that person such status;
 - (c) withholds required information and supplies false or misleading information relevant to the accreditation requirements;
 - (d) 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 accreditation;
 - (e) offers a programme not accredited by the Authority;
 - (f) fails to notify the Authority of any significant changes as stated under regulation 10; or
 - (g) otherwise contravenes a provision of these Regulations for which a penalty is not provided,
- commits an offence and is liable to the penalty prescribed under section 30 of the Act.

18. (1) A person aggrieved by a decision of the Authority under these Regulations may, within 14 days of notification of that decision, appeal to the Minister in writing.

Appeals

(2) A person aggrieved by the decision of the Minister under these Regulations may, within 14 days of notification of that decision, appeal to the High Court.

19. Any training institution or assessment centre which, on the coming into operation of these Regulations, has been carrying on the business or activity of vocational training shall, within six months of the coming into operation of these Regulations, comply with the provisions of these Regulations.

Transitional provision

20. The Accreditation of Vocational Training Institutions and Assessment Centres Regulations are hereby revoked.

Revocation of S.I. No. 17 of 2004

FIRST SCHEDULE

APPLICATION FOR ACCREDITATION OF TRAINING INSTITUTION OR ASSESSMENT CENTRE

(regulation 3 (I))

Form: BOTA/.....

 Botswana Training Authority	Private Bag BO 340	Tel: (+ 267) 3657200	Physical Address:
	Gaborone	Fax: (+ 267) 3952301	Plot No. 66450 – Block 7
	Botswana	Email: info@ bota.org.bw	Gaborone
	Website: http://www.bota.org.bw		

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 Expiry date
 (dd/mm/yyyy) (dd/mm/yyyy)
- (f) Location (name of city/town/village and district/sub-district):
- (g) Telephone (W): Telephone (H): Cell Phone:
- (h) Fax:
- (i) E-mail:
- (j) Physical address(e.g.) 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):

(* Delete whichever is not applicable.)

2. State below what you would like to be accredited for. Please draw the table on another sheet of paper and use it if space provided is not enough.

Sub-field	BNVQF Level	Non-BNVQF Level	Code

3. This application has been checked and it contains information which proves that the Training Institution or Assessment Centre has all of the following (tick appropriate boxes):

- (a) is a body corporate
- (b) has a strategic plan
- (c) has a plan of activities for the period of 12 months
- (d) has appropriate and adequate governance and management personnel
- (e) has clear financial systems and controls in place
- (f) has appropriate systems to safeguard any payments made to it prior to the commencement of an education or training service
- (g) has competent staff
- (h) will support credit transfer and the recognition of prior learning and current competence;
- (i) has a clear rationale for each programme
- (j) has adequate and appropriate learning strategies
- (k) has adequate and appropriate assessment strategies
- (l) has safe and healthy learning and assessment environment and that these are well maintained
- (m) has administrative and records procedures
- (n) has an information sharing policy
- (o) has a recruitment and enrolment policy
- (p) has a guidance and support policy
- (q) has systems to manage quality

(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:

- (i) the information contained in the application is, to the best of our knowledge, true and accurate.
- (ii) we pledge to provide all the information required validating our application, as and when the need arises.
- (iii) our institution has sufficient financial provision to cover its operations.

Name of Operational Manager:.....
(Surname) (First name(s))

Signature: Date:.....
(dd/mm/yyyy)

Name of Chairperson of Governing body:.....
(Surname) (First name(s))

Signature: Date:.....
(dd/mm/yyyy)

Name of one member of Board of Governors:
(Surname) (First name(s))

Signature: Date:.....
(dd/mm/yyyy)

5. For official use by BOTA

5.1 At Registry

(i) Date application received and checked at Registry Signature:.....
(dd/mm/yyyy)

(ii) Assigned movement ID number:.....

5.2 At Finance

(i) Date application paid for at Finance..... Signature:.....
(dd/mm/yyyy)

(ii) Assigned receipt number:.....

5.3 At Data Entry

(i) Date application received and captured in the Database Signature:.....
(dd/mm/yyyy)

(ii) Assigned Document ID number:.....

(iii) Assigned individual ID for the Manager.....

5.4 At Accreditation Division

- (i) Date of application received at RAD Signature:.....
(dd/mm/yyyy)
- ii) Date of application evaluation:..... Signature.....
(dd/mm/yyyy)
- (iii) Date of applicant given first feedback..... Signature.....
(dd/mm/yyyy)
- (iv) Date of application vetting:..... Signature:.....
(dd/mm/yyyy)
- (v) Date applicant informed of outcome:..... Signature:.....
(dd/mm/yyyy)
- (vi) Date certificate requested:..... Signature:.....
(dd/mm/yyyy)

SECOND SCHEDULE

REVISED SCHEDULE OF FEES FOR BOTSWANA TRAINING AUTHORITY

(regulation 8)



Botswana Training Authority

1.0 Background

- 1.1 The Botswana Training Authority is required to generate funds for its operations as stated in the Vocational Training Act (Cap. 47:04) – ‘The funds of the Authority shall consist of such other moneys or assets which may accrue to or vest in the Board, whether in the performance of its functions or otherwise’
- 1.2 The Botswana Training Authority has a Schedule of Fees which was revised in June 2008 following the need to include new items as well as update existing charges. The said Schedule of Fees contains payments for services rendered to the Authority as well as payments to the Authority for services rendered to its clients/stakeholders.
- 1.3 The full implementation of the Botswana National Vocational Qualifications Framework which the Authority carried out through the Culture, Arts and Crafts Project has revealed that there are some services linked to assessment which will require engaging the services of persons outside the Authority.
- 1.4 The development of the new BOTA Strategic Plan 2008-2011 and the cost implications of its implementation have led to the Authority reviewing its stand on some of the assessment services it has been rendering to stakeholders. There is need to enter into cost sharing with stakeholders on some of these services, hence the current review of the Schedule of Fees.

2.0 Revised Schedule of Fees

The Schedule of fees is as follows:

**ANNEX I
SCHEDULE OF FEES**

3.0	Evaluation of a Provider Application:	
3.1.1	Travel and accommodation fees for site visit to be borne by the provider later (not to be implemented immediately).	Fee
3.1.2	Application for additional site not covered in initial application	
3.1.3	Initial evaluation for Centre Accreditation	P 3 500
3.1.4	Verification visit to the satellite campus	P 3 500
3.1.5	Evaluation for Accreditation per programme	P 1 000
3.1.6	Scheduled Audit	P 3 500
3.1.7	Unscheduled Audit — per hour	P 250
3.1.8	Additional programme per module	P 250
3.1.9	Renewal of Accreditation per module	P 200
3.1.10	Extension of accreditation per module for Non-BNVQF	P 200
3.2	Certificates and Record of Learning (ROL)	
	Learner Awards	
3.2.1	Hook on fee (to get one free ROL) per learner	P 50
3.2.2	Discount for bulk hook-on (10 or more)	5% of fee payable
3.2.3	Penalty for late hook-on per candidate charge	10% extra
3.2.4	Issue of additional ROL per learner	P 50
3.2.5	Fee for each credit earned	P 2
3.2.6	Issue of initial Certificate per candidate	P 100
3.2.7	Duplicate Certificate per candidate	P 150
	Training Institutions and Assessment Centres	
3.2.8	Issue of additional certificate to centre (satellite)	P 500
3.3	Application for Registration Trainer/Assessor	
3.3.1	Provisional Registration	P 250
3.3.2	Full Registration	P 500
3.3.3	Renewal of Practice Certificate	P 500
3.3.4	Extension of accreditation for Domain/Sub-field	P 150
3.3.5	Extension of accreditation for non-BNVQF per Programme/module/course	P 150
	Trainers and Assessors	
3.3.6	Issue of additional certificate	P 200
3.3.7	Trainer registration forms	P 50
3.4	Costs of Guidelines and Regulations	
3.4.1	Curriculum development guidelines	P 100
3.4.2	Learning Material development guidelines	P 100
3.4.3	Assessment guidelines	P 100
3.4.4	Certification guidelines	P 100
3.5	Evaluation of Qualifications	
3.5.1	Evaluation of Qualifications External	P 500
3.5.2	Evaluation of Qualifications Local	P 300

3.6	Submission of Assessment Schedules	
3.6.1	Late submission of Assessment Schedule per centre	P 1 000
3.6.2	Non-submission of Assessment Schedule per centre	P 2 000
3.7	Standards Based Assessment (SBA) Course	
3.7.1	Training plus assessment against 00056 per person	P 1 200
3.7.2	Training plus assessment with client paying for Conference package per person	P 800
3.7.3	Re-assessment against 00056 after 5-day training	P 300
3.7.4	Assessment only for those trained without assessment	P 300
3.8	Training on Evidence Collection	
3.8.1	Training and assessment on Evidence Collection	P 1 000
3.8.2	Training only (without assessment)	P 800
3.8.3	Training only with client funding conference package	P 500
NOTE: Standard on Evidence Collection not yet in place		
3.9.0	Training in Assessment Design	
3.9.1	Training and assessment on assessment design principle	P 1 200
3.9.2	Training only (without assessment) pp	P 1 000
3.9.3	Training only with client funding conference package pp	P 650
NOTE: Standards on Assessment Design not yet in place		
4.0	Application Rights to Use Developed Candidate Materials	
4.1.1	Rights to use developed candidate materials (full qualification)	P 5 000
4.1.2	Rights to use developed candidate materials (for unit standards)	P 400

8. Declaration.

We, the undersigned state that:

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

Name of Operational Manager:
(Surname) (Other names)

Signature: Date:
(dd/mm/yyyy)

Name of chairperson of Governing body:
(Surname) (Other names)

Signature: Date:
(dd/mm/yyyy)

Name of one member of Board of Governors:
(Surname) (Other names)

Signature: Date:
(dd/mm/yyyy)

9. For official use by BOTA.

(i) Date application received and checked: Signature:
(dd/mm/yyyy)

(ii) Name of BOTA officer processing application:
(Surname) (Other names)

(iv) Date provider data captured on database Signature:
(dd/mm/yyyy)

(v) Date of application vetting: Signature:
(dd/mm/yyyy)

(vi) Date applicant informed of outcome: Signature:
(dd/mm/yyyy)

(* Delete whichever is not applicable.)

FOURTH SCHEDULE

APPLICATION FOR RENEWAL ACCREDITATION OF TRAINING INSTITUTION AND ASSESSMENT CENTRE

(regulation 11(3))

Form: BOTA/.....

	Private Bag BO 340	Tel: (+ 267) 3657200	Physical Address:
	Gaborone	Fax: (+ 267) 3952301	Plot No. 66450 – Block 7
	Botswana	Email: info@bota.org.bw	Gaborone
	Website: http://www.bota.org.bw		

10. Institutional management and location.

- (a) Name of training institution or assessment centre *:
- (b) Training institution or 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 Expiry date
 (dd/mm/yyyy) (dd/mm/yyyy)
- (f) Location (name of city/town/village and district/sub-district):

- (g) Telephone (W): Telephone (H): Cell Phone:
- (h) Fax:
- (i) E-mail:
- (* Delete whichever is not applicable.)
- (j) Physical address(e.g.) 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*):

11. State below what you would like to be accredited for. Please draw the table on another sheet of paper and use it if space provided is not enough.

Sub-field	BNVQF Level	Non-BNVQF Level	Code

12. This application has been checked and it contains information which proves that the Training Institution or Assessment Centre has all of the following (tick appropriate boxes):

- (a) is a body corporate
- (b) has a strategic plan
- (c) has a plan of activities for the period of 12 months
- (d) has appropriate systems and adequate governance and management personnel
- (e) has clear financial systems and controls in place
- (f) has appropriate systems to safeguard any payments made to it prior to the commencement of an education or training service
- (g) has competent staff
- (h) will support credit transfer and the recognition of prior learning and current competence
- (i) has a clear rationale for each programme
- (j) has adequate and appropriate learning strategies
- (k) has adequate and appropriate assessment strategies
- (l) has safe and healthy learning and assessment environment and that these are well maintained
- (m) administrative and records procedures
- (n) has an information sharing policy
- (o) has a recruitment and enrolment policy
- (p) has a guidance and support policy
- (q) has systems to manage quality

(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.)

13. Declaration.

We, the undersigned state that:

- (iv) the information contained in the application is, to the best of our knowledge, true and accurate.
- (v) we pledge to provide all the information required validating our application, as and when the need arises.
- (vi) our institution has sufficient financial provision to cover its operations.

Name of Operational Manager:
(Surname) (First name)

Signature: Date:
(dd/mm/yyyy)

Name of chairperson of Governing body:
(Surname) (First name)

Signature: Date:
(dd/mm/yyyy)

Name of one member of Board of Governors:
(Surname) (First name)

Signature: Date:
(dd/mm/yyyy)

14. FOR OFFICIAL USE BY BOTA

5.1 At Registry

(i) Date application received and checked at Registry Signature:
(dd/mm/yyyy)

(ii) Assigned Movement ID number:

5.2 At Finance

(i) Date application Paid for at Finance Signature:
(dd/mm/yyyy)

(ii) Assigned Receipt Number:

5.3 At Data Entry

(i) Date application received and Captured in the Database Signature:
(dd/mm/yyyy)

(ii) Assigned Document ID number:

(iii) Assigned individual ID for the Manager.....

5.4 At Accreditation Division

- (i) Date application received at RAD Signature:
(dd/mm/yyyy)
- (ii) Date of Application Evaluation: Signature:
(dd/mm/yyyy)
- (iii) Date Applicant Given First Feedback: Signature:
(dd/mm/yyyy)
- (v) Date of application vetting: Signature:
(dd/mm/yyyy)
- (vi) Date applicant informed of outcome: Signature:
(dd/mm/yyyy)
- (vii) Date certificate requested: Signature:
(dd/mm/yyyy)

MADE this 29th day of March, 2010.

PETER L. SIELE,
Minister for Labour and Home Affairs.