

**BOTSWANA QUALIFICATIONS AUTHORITY ACT**  
(Act No. 24 of 2013)

**BOTSWANA QUALIFICATIONS AUTHORITY (REGISTRATION AND  
ACCREDITATION OF ASSESSORS AND MODERATORS) REGULATIONS, 2016**  
(Published 17th June, 2016)

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**SCHEDULE**

IN EXERCISE of the powers conferred on the Minister of Education and Skills Development by section 31 of the Botswana Qualifications Authority Act, 2013, the following Regulations are hereby made –

**Citation**

**1.** These Regulations may be cited as the Botswana Qualifications Authority (Registration and Accreditation of Assessors and Moderators) Regulations, 2016.

**Interpretation**

**2.** In these Regulations, unless the context otherwise requires –  
“assessment” means the process of collecting evidence of learners’ work to measure and make judgment about achievement or non-achievement of specified National Credits and Qualifications Framework (hereinafter “NCQF”) standards or qualifications;  
“assessor” means a person registered and accredited by the Authority in accordance with established criteria to collect evidence of learners’ work to measure and make judgment about achievement or non-achievement of specified NCQF standards or qualifications;  
“education and training provider” means a person who provides or organises a programme of education and training, including the provision of professional development services;  
“Fees Regulations” means the Botswana Qualifications Authority (Fees) Regulations;

“moderation” means the process which ensures that assessment of outcomes described in the NCQF standards or qualifications are fair, valid, reliable and consistent;

“moderator” means a person who is registered and accredited by the Authority to ascertain whether or not the assessment of outcomes described in the NCQF standards or qualifications are fair, valid, reliable and consistent;

“register” means a register maintained in terms of regulation 11; and

“registration” means the process by which the Authority ascertains that a moderator or an assessor has the requisite qualifications to be registered as an assessor or moderator in accordance with the provisions of these regulations.

3. (1) A person who wishes to be registered and accredited as an assessor or moderator shall apply to the Authority for registration and accreditation.

Application for registration and accreditation

(2) An application made under subregulation (1) shall be in Form A as set out in the Schedule and be accompanied by a non-refundable fee as set out in the Fees Regulations.

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

(4) Where the applicant is required to provide further information in terms of subregulation (3), such information shall be submitted within 21 working days from the date of notification.

(5) Where the applicant fails to submit required information as stipulated in subregulation (4), the Authority shall reject the application.

4. (1) Where the Authority is satisfied that an applicant meets the requirements set out in these Regulations for registration and accreditation as an assessor or moderator it shall register and accredit that person for a defined scope of assessment or moderation services.

Registration and accreditation of assessors and moderators

(2) Where the Authority registers and accredits a person as an assessor or moderator, it shall, within 30 working days of such registration and accreditation —

(a) record the registration and accreditation in the register; and

(b) issue to that person, a certificate of registration and accreditation as set out in Form B of the Schedule.

5. The Authority may determine different categories of registration and accreditation where there is a justifiable cause for such differentiation to allow for special circumstances in education and training sub-systems.

Categories of registration and accreditation

6. (1) An assessor or moderator shall be registered and accredited for such period as may be specified by the Authority, which period shall not exceed five years.

Validity of registration and accreditation

(2) Where registration and accreditation has expired, an assessor or moderator shall cease to practice.

7. An assessor, and or moderator may, within six months before his or her registration and accreditation expires, apply for renewal of registration and accreditation.

Renewal of registration and accreditation

8. (1) An application for renewal of registration and accreditation shall —

(a) be made to the Authority in Form C as set out in the Schedule, and

(b) be accompanied by a non-refundable fee as set out in the Fees Regulations.

Application to be in a prescribed form

9. The Authority may revoke registration and accreditation granted to an assessor or moderator where the assessor or moderator —

Revocation of registration and accreditation

(a) makes a statement which is false or misleading to the Authority, in relation to an application for registration and accreditation;

Notice of revocation of registration and accreditation	<p>(b) fails to comply with the required standards of a practising assessor or moderator within such period as the Authority may consider reasonable; or</p> <p>(c) is convicted of a criminal offence, the penalty for which is imprisonment for a term exceeding six months.</p> <p><b>10. (1)</b> Where the Authority decides to revoke the registration and accreditation of an assessor or moderator, it shall issue a written notice to the assessor or moderator —</p> <p>(a) informing such assessor or moderator of the reason for the revocation of the registration and accreditation; and</p> <p>(b) allowing such assessor or moderator twenty-one (21) working days within which to make representation to the Authority.</p> <p>(2) Where the Authority decides to revoke the registration and accreditation of an assessor or moderator, the Authority shall inform in writing, the education and training provider at which the person is an assessor or moderator of such revocation.</p>
Maintenance of register of accredited assessors and moderators	<p><b>11. (1)</b> The Authority shall maintain a register of all registered and accredited assessors and moderators.</p> <p>(2) The Register maintained in terms of subregulation (1) shall clearly record information including —</p> <p>(a) personal details of the assessor or moderator;</p> <p>(b) educational background of the assessor or moderator;</p> <p>(c) scope of the assessment or moderation services granted; and</p> <p>(d) period of validity of the registration and accreditation.</p>
Appeals	<p><b>12.</b> A person aggrieved by a decision of the Authority under these Regulations shall, within twenty-one (21) days of learning of the decision, make an appeal in writing to the Appeals Committee.</p>
Offences and penalties	<p><b>13.</b> A person who —</p> <p>(a) practices as an assessor or moderator without being registered and accredited in accordance with the provisions of these Regulations;</p> <p>(b) states or purports to be a registered and accredited assessor or moderator when the Authority has not granted that person registration and accreditation status; or</p> <p>(c) makes a statement that is false or misleading to an authorised officer of the Authority in relation to an application for registration and accreditation,</p>
Transitional provision	<p>commits an offence and shall be liable upon conviction, to a fine not exceeding P5 000 or to imprisonment for a term not exceeding six (6) months, or to both.</p> <p><b>14.</b> Any person who, at the coming into operation of these Regulations, is registered as an assessor or moderator, shall, continue to practice as an assessor or moderator until the expiration of his or her certificate.</p>
Revocation of S.I. No. 32 of 2004	<p><b>15.</b> The Vocational Training (Registration of Assessors and Trainers) Regulations, 2004 are hereby revoked.</p>

**SCHEDULE**  
**Form A**  
**Application for Registration and Accreditation as moderator or assessor**  
**(regulation 3)**

**ASSESSOR**

**MODERATOR**

*(Tick appropriate box)*

Recent colour  
passport size  
photo

**The Category of registration for this application is**

Provisional Registration

Full Registration

**1.0 PERSONAL INFORMATION (Fill in Using Block Letters)**

1.01 Title

1.02 Surname

1.03 First Name (s)

1.04 Previous Name (s) *(If applicable)*

1.05 Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(dd) (mm) (yyyy)

1.06 Gender

1.07 Place of Birth (*Country*)

1.08 Marital Status

1.09 Nationality

1.10 ID No. (*Citizens*)

1.10.1 Passport Number (*Non-citizens*)

1.11 Postal Address

	<input type="text"/>
1.12 Phone Work:	<input type="text"/>
Home:	<input type="text"/>
Cell:	<input type="text"/>
Fax:	<input type="text"/>
1.13 Email Address	<input type="text"/>
1.14 Present Employer ( <i>If applicable</i> )	<input type="text"/>

**2.0 EDUCATIONAL BACKGROUND**

List ALL qualifications relevant to assessment/moderation service you are currently offering or intend to offer.

Name of Qualification	Name of Institution Awarding Qualification	Full address of Institution	Dates From/To (mm/yyyy)		Full-time or Part-time
			From	To	

### 3.0 WORK EXPERIENCE

List experience in profession, vocation or trade, with your most recent work experience first

Name of Employer	Address of Employer	Dates of Employment (dd/mm/yyyy)		Position Held	Full-time or Part-time
		From	To		

### 4.0 ASSESSOR/MODERATOR SERVICES

List all assessor/moderator service (s) for which you wish to be registered and accredited.

	Assessor/Moderator Services
1.	
2.	
3.	

### 5.0 ATTACHMENTS

Please find enclosed in this application pack, the following documents to support my application:

- i. Certified copy of National Identity (Omang) for citizens or passport for non-citizens.
- ii. Certified copies of certificates and transcripts, showing approved course of training and attestation from referees/employer on competencies for services to be provided.
- iii. Evidence of membership of a Professional Association (if applicable).
- iv. Evidence of attainment following assessment against recognised moderator or assessor standards. These could be standards registered on other national qualifications frameworks.
- v. Copy of current CV relevant to the application.

## 6.0 REFERENCES

A minimum of two (2) references should be supplied, and the names and addresses of referees must be indicated below:

	<b>First Referee</b>	<b>Second Referee</b>	<b>Third Referee</b>
Name			
Postal Address			
Town/Village			
Country			
Telephone			
Fax			
Email			
Mobile			

## 7.0 DECLARATION BY APPLICANT:

I declare that I have not in the past five (5) years been convicted in a court of competent jurisdiction, either within or outside Botswana, for a criminal offence that carries a minimum penalty of six months or more imprisonment without the option of a fine and authorize Botswana Qualifications Authority to seek clarification from the relevant authorities.

I declare that the above details are correct.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Witness:**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**10.0 FOR OFFICIAL USE BY BQA**

Date application received by Educational Records Management Division	_____ (dd/mm/yyyy)	Signature	
Date ETPs data captured on database	_____ (dd/mm/yyyy)	Signature	
Date application received by Quality Assurance Division	_____ (dd/mm/yyyy)	Signature	
Name of BQA officer processing application	(surname) (first name (s))		
Date application allocated to Quality Assurance Officer	_____ (dd/mm/yyyy)	Allocated by:	

- Registration and Accreditation number assigned:
- By (Name)
- Signature: \_\_\_\_\_

Date of registration: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of expiry of registration: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

## Guidance notes for completion of the attached application and reference forms

### A Application Form

- This application form is for applicants who are providing training and/or assessment functions in Vocational Training Institutions. Before completing this Application Form, the Applicant should read the Criteria for the Registration and Accreditation of Trainers and/or Assessors prepared by BQA.
- The applicant is required to indicate the category of registration applied for.
- In section 1.0, the applicant is requested to fill in personal information about her/him, which will be used solely for the purpose of establishing a database of practitioners in Vocational Training.
- Section 6.0 requires applicants to submit attachments which can be complemented with Curriculum Vitae.
- The applicant could present evidence of attainment following assessment against published benchmark standards. This is credit that could have been achieved by the applicant, as a result of being assessed against other standards in other frameworks internationally.

### B Letter of Reference

- Anybody who has served in a position senior to the applicant qualifies to be a referee for the purposes of this application. It could be a principal, head of department, lecturer, employer or supervisor. Such a person, who has also been associated with applicants for not less than 12 months, qualifies to act as referee for purposes of this application
- The referee is required to give a comprehensive opinion of the applicant, using the guidelines provided. S/he is requested to fill in the box provided on the personality attributes of the applicant. If s/he feels that the box restricts her/him to expand on these, there are some spaces provided below this box specifically for that extra information.

The procedure to follow regarding the letter of reference is as stipulated below:

- Applicant identifies her/his preferred referees.
- Applicant gives the referee the letter of reference.
- Referee completes the reference.
- At least two (2) references would be required to support this application. The sources of reference should include at least one professional referee (that is present supervisor or head of department/institution).
- The referee could indicate the personality attributes of the applicant by rating him/her on a scale of 1 – 5, provided in the reference section of this application package. Please note that items 4A and 4B are complementary to each other and you are at liberty to complete only one of them, if you so wish.

### C Definitions

- **Training institution (VTI)** means “a private or public centre, organisation, employer or person providing vocational training.”
- **Vocational training** means “provision of skills, knowledge and attitudes up to certain specified levels of qualification below technician level.”
- **Trainer** means “a person providing vocational training.”
- **Assessor** means “a person who collects and interprets evidence of ability or competence in vocational training”.
- **Competencies** means “possession of skills, knowledge and attitude that enables one to perform the duties of a trainer in a specified vocation.”
- **Attestation** means “a letter of reference from a qualified person giving clear evidence to the fact that the applicant possesses the competencies s/he has indicated in the application.”

Form B  
Certificate of Registration and Accreditation



**BOTSWANA**  
Qualifications Authority

**CERTIFICATE  
OF  
FULL REGISTRATION & ACCREDITATION**

*This is to certify that*

*is registered as a*

*Under the Botswana Qualifications Authority Act No 24 of 2013*

.....  
Date of  
Current Registration & Accreditation

.....  
Expiry Date

.....  
Education Registrar

.....  
Chief Executive Officer

0060001

**MODERATOR NO:**

**Form C**  
**Application for Renewal of Registration and Accreditation**  
*(regulation 8)*

**ASSESSOR**

**MODERATOR**

*(Tick appropriate box)*

*Recent colour  
passport size  
photo*

**The Category of registration for this application is:**

Renewal of Provisional Registration

Renewal of Full Registration

**2.0 PERSONAL INFORMATION (Fill in Using Block Letters)**

1.15 Title

1.16 Surname

1.17 First Name (s)

1.18 Previous Name (s) *(If applicable)*

1.19 Date of Birth   
(dd) (mm) (yyyy)

1.20 Gender

1.21 Place of Birth *(Country)*

1.22 Marital Status

1.23 Nationality

1.24 ID No. *(Citizens)*

1.10.1 Passport Number *(Non-citizens)*

1.25 Postal Address

1.26 Phone Work:

Home:

Cell:

Fax:

1.27 Email Address

1.28 Present Employer (*If applicable*)

## 2.0 EDUCATIONAL BACKGROUND

List ALL qualifications relevant to assessment/moderation service you are currently offering or intend to offer.

Name of Qualification	Name of Institution Awarding Qualification	Full address of Institution	Dates From/To (mm/yyyy)		Full-time or Part-time
			From	To	

## 3.0 WORK EXPERIENCE

List experience in profession, vocation or trade, with your most recent work experience first.

Name of Employer	Address of Employer	Dates of Employment (dd/mm/yyyy)		Position Held	Full-time or Part-time
		From	To		

#### 4.0 ASSESSOR/MODERATOR SERVICES

List all assessor/moderator service(s) for which you wish to be registered and accredited.

	Assessor/Moderator Services
1.	
2.	
3.	
4.	
5.	
6.	
7.	

#### 5.0 ATTACHMENTS

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I declare that the above details are correct.

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**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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Date application allocated to Quality Assurance Officer	_____ (dd/mm/yyyy)	Allocated by:	

- Registration and Accreditation number assigned:
- By (Name)
- Signature: \_\_\_\_\_

Date of registration: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of expiry of registration: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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- **Attestation** means “a letter of reference from a qualified person giving clear evidence to the fact that the applicant possesses the competencies s/he has indicated in the application.”

MADE this 1st day of June, 2016.

DR. UNITY DOW,  
*Minister of Education and Skills  
Development.*