

BQA EVALUATION OF QUALIFICATION GUIDE

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TABLE OF CONTENT

- ☐ Learning outcomes
- ☐ BQA Website
- ☐ Flow Chart

1. LEARNING OUTCOMES OF THIS COURSE

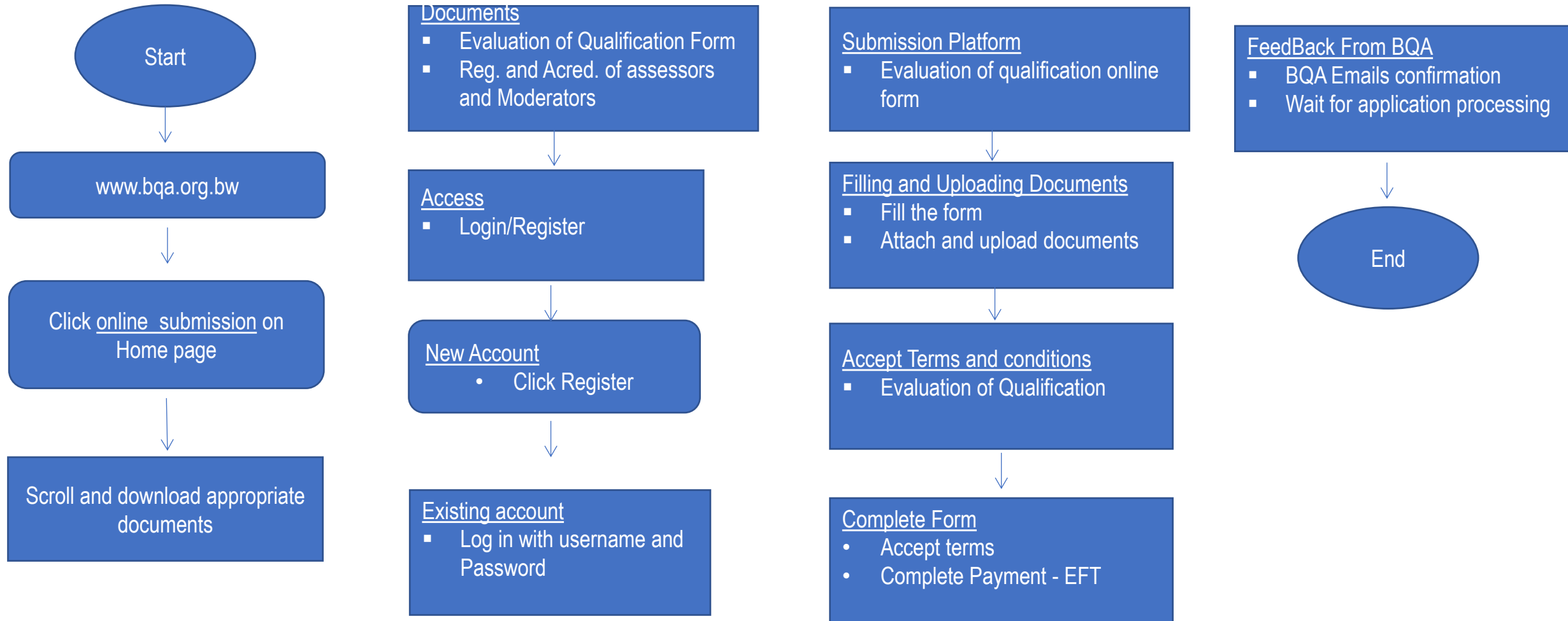
By the end of this training session the participants should be able to:

- 1) Establish the appropriate BQA website to access evaluation of qualification resources
- 2) Identify appropriate online submission resources in terms of Evaluation of qualification application documents with BQA
- 3) Demonstrate how to open an account with BQA for online submission, application and upload of appropriate evaluation of qualification Documents
- 4) Demonstrate how to Submit documents appropriately using BQA online submission platform account
- 5) Demonstrate how to Make payment through online submission platform account.

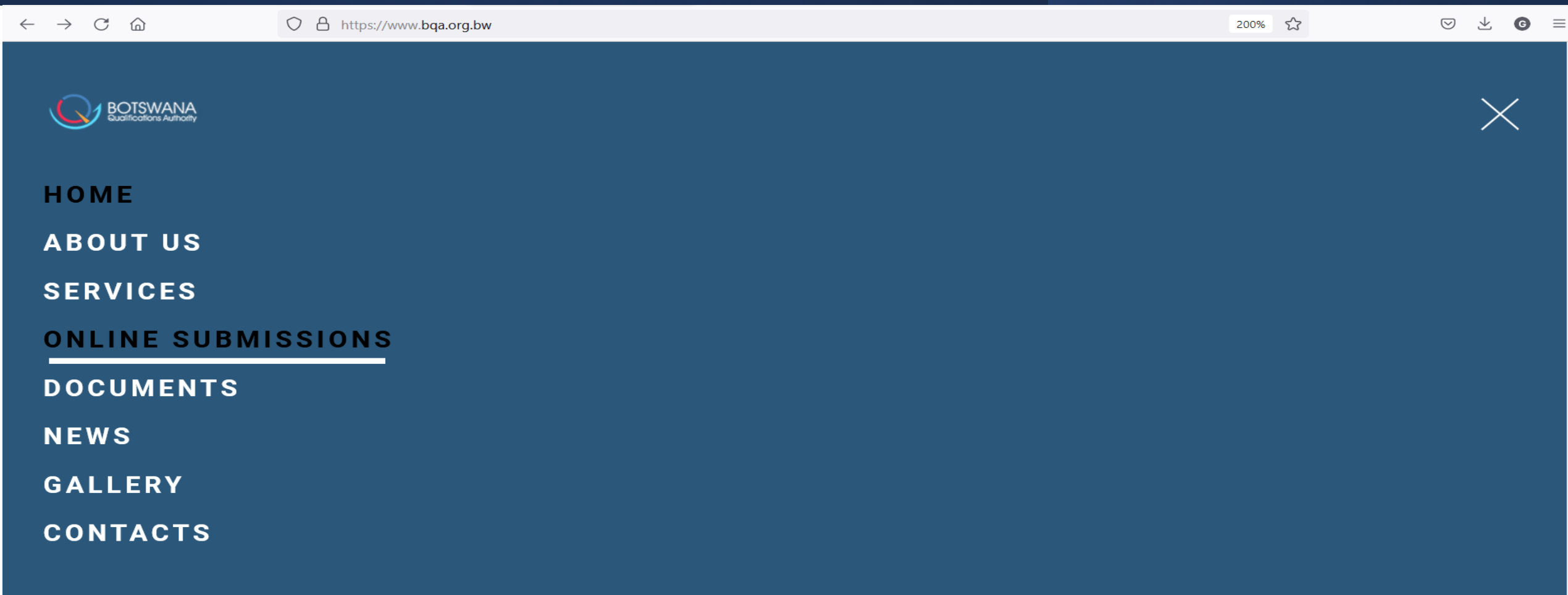
1. BQA WEBSITE

BQA Website
www.bqa.org.bw

1. BQA EVALUATION OF QUALIFICATION FLOW CHART



1. Home Page



2. Login/Register - Click

3. Application Documents - download

LOGIN/ REGISTER

DOWNLOAD
APPLICATION
FORM



REVIEWERS, ASSESSORS & MODERATORS

- [Application Form for Inclusion into Reviewers Database](#)
- [Application for Registration and Accreditation as Assessor or Moderator](#)
- [Application for Renewal -Registration and Accreditation as Assessor or Moderator](#)

ETP'S AND AWARDING BODIES

- [Application for Registration and Accreditation of an ETP](#)
- [Application for Registration and Accreditation of an Awarding Body](#)
- [Application for Renewal for Registration and Accreditation of An ETP](#)
- [Application for Accreditation of Learning Programme.](#)
- [Application for Renewal of Accreditation of Learning Programme](#)

4. Login/Register – Window (register if new account/Login for existing account holders)



Authorization

Login

Password

☐ Remember me on this computer

[Register](#)

Log In

[FORGOT YOUR PASSWORD?](#)

4. Login – Window (existing account holders)

The screenshot displays the Botswana Qualifications Authority (BQA) login interface. At the top, a dark blue header contains the BQA logo on the left, a search bar with the text "find people, documents, and more" in the center, the time "12:35" on the right, and a user profile for "George Mureithi" with a dropdown arrow. Below the header, a light blue sidebar on the left lists navigation options: a home icon, a group of people icon, a document icon, a calendar icon, a checkmark icon with a "6" badge, and a gear icon for settings. The main content area is titled "Application Forms" and features two large, identical icons of a document with a pencil. Below each icon are the labels "INDIVIDUAL FORMS" and "COMPANY FORMS" respectively. On the far right, a vertical sidebar contains a bell icon for notifications, a search icon, and a user profile icon with a "28" badge.

BOTSWANA
Qualifications Authority

find people, documents, and more

12:35

George Mureithi

Application Forms

INDIVIDUAL FORMS

COMPANY FORMS

5. Individual forms

 Individuals Form ☆



AF

IE



1. Evaluation of Qualifications

2. Application for Registration and Accreditation of Assessors and Moderators

3. Application for Renewal of Registration and Accreditation of Assessors and Moderators

4. Application for Expansion of Scope – Assessors and Moderators

5. Customer Complaint

6. Appeal

7. Application for Change of Registration Type – Provisional Assessors



5. Evaluation of Qualification Form - Online

PREAMBLE

Kindly note the following before completing the submission:

1. **Kindly note that a verification statement of your qualification must accompany your application.**
2. Copy of verification information should have be emailed by Awarding body directly to verifications@bqa.org.bw before completing this submission.
3. This submission form has three (3) sections (**A.** Application Details, **B.** Document Uploads and **C.** Submission Section)
4. Ensure that all **ALL required** information is provided on the form and all fields **provided on the form are filled with the correct and MOST current information.**
5. Please complete a new application form for each qualification to be evaluated.
6. Note that BQA reserves the right to share information about you with appropriate institutions for prosecution in the event that documents submitted are forged, altered or falsified.
7. Evaluation results will only be issued to the applicant. Evaluation results will be made available only by mail or personal collection.
8. Ensure that ALL required documents are ready for submission.
9. **Verify** that you have the correct documents and these have been **labelled correctly** for identification. For Example : *ID_ Name*.
10. If you have changed names, copies of documentation to support the change will be required. For Example : affidavits.
11. Maximum file size for each document upload is **30MB**.
12. All Documents' **format** type should be in **pdf**.
13. Note that the form does **not save information** before submission. Therefore if you are logged off before completion, you are required to refill the information from start.
14. Payment is required with this application. Please ensure that the terms and conditions are **Read and Accepted before submission** You will be redirected to the **payment page** after submission of submission form and attachments. Patiently wait to be redirected.
15. For failed payment, please submit a new application.
16. For incorrect card information, use the back button to re-enter correct information.

2/4

A. APPLICATION DETAILS

Evaluation of qualification type *

☒ Local Qualification

☐ External Qualification

Service Type

☒ Normal Service

Name *

GEORGE

Surname *

MUREITHI

Name of Qualification to be Evaluated *

Telephone *

+267-76-066-483

E-mail *

ggmureithi@yahoo.com

Total: **P0.00**

Back

Next

5. Document attachments

3/4

B. DOCUMENT UPLOADS

Application Form *

+ Select a file

Certified Copy of Identity document *

+ Select a file

Certified Copy of Preceding Qualification Certificate *

+ Select a file

Certified Copy of Qualification Certificate or Letter of Award *

+ Select a file

Certified Copy of Academic Transcript *

+ Select a file

Degree/ Diploma Supplement (if applicable)

+ Select a file

4/4

C. COMPLETE SUBMISSION

Note that if the wrong service is selected, your application will not be processed.

Select required Service - Local Qualification *

Application for Evaluation of Qualifications - Normal Service (Local)

X

▼



1

+

P1000.00

☒

By clicking a submission button, I agree to Consent *

Total: P1000.00

Back

SUBMIT