

## **Bokamoso Educational Trust**

### **Organisational Systems and Learner Recruitment Overview**

#### **1. Organisational Overview**

Bokamoso Educational Trust is a registered non-profit organisation that supports academically capable learners in Grades 10 to 12, with a focus on academic performance, discipline, and progression to tertiary education, particularly in STEM-related fields.

The organisation operates within clearly defined governance, recruitment, and administrative systems designed to ensure consistency, transparency, accountability, and measurable outcomes.

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#### **2. Learner Recruitment and Enrolment Framework**

Bokamoso implements a **structured annual Learner Enrolment and Development Cycle**, which serves as the primary entry point into the programme.

##### **2.1 Recruitment Strategy**

The recruitment strategy is aligned to the academic calendar and incorporates:

- Planned annual recruitment cycles
- Online learner applications
- School-based identification and recruitment
- Defined academic performance criteria
- Parental and school engagement
- Digital data capture and record management

##### **2.2 Recruitment and Enrolment Process**

- **Application Phase (November – January):**

Online applications open for Grades 10–12. Bokamoso conducts school visits to identify eligible Grade 9 learners. Returning learners submit results through the same digital platform.

- **School-Based Recruitment and Confirmation (January – February):**

Final enrolment is confirmed through follow-up school visits and parent engagement sessions. Where capacity allows, additional learners are recruited for Grades 11 and 12 based on performance criteria.

- **Enrolment and Induction (February – March):**

All selected learners complete full documentation and participate in an Academic Bootcamp to assess academic readiness, discipline, and commitment. Final confirmation follows structured feedback sessions with parents.

- **Mid-Year Review and Replacement (June – July):**

Learner performance is reviewed following mid-year examinations. Learners not meeting academic or behavioural standards exit the programme, and vacancies are filled through targeted recruitment.

This process ensures consistent learner quality and effective cohort management throughout the academic year.

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### **3. Learner and Staff Administration Systems**

Bokamoso has established administrative systems to manage learner and staff information, with a planned transition from manual processes to fully digital systems.

#### **3.1 Registration and Data Capture**

- Learners register via an online platform capturing personal, academic, and parent/guardian information.
- Staff information and qualifications are captured through the same system (partially implemented and under development).
- All data is stored in a secure, centralised digital database.

#### **3.2 Attendance and Monitoring**

- Learner attendance and staff timesheets are currently recorded manually and periodically uploaded to the database.
- Bokamoso is implementing a biometric and RFID-based attendance system to automate attendance and timesheet recording.
- A hybrid approach will ensure data continuity during system transitions or downtime.

#### **3.3 Academic Performance Tracking**

- Learner assessment results are captured digitally.
- Academic performance is monitored longitudinally to identify risks and inform interventions.
- Historical data supports trend analysis and performance reporting.

#### **3.4 Learner Portal**

A secure learner portal is being implemented to provide access to:

- Attendance records
- Academic performance data
- Programme schedules and official communications

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### **4. Data Management, Reporting, and Compliance**

Bokamoso's systems support:

- Accurate learner and staff record-keeping
- Evidence-based management and decision-making

- Transparent reporting to donors and stakeholders
- Monitoring of programme effectiveness and learner progression

All data is managed in accordance with applicable data protection principles. Access to sensitive information is restricted to authorised personnel, and systems are reviewed regularly to ensure integrity and confidentiality.

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## **5. Continuous Improvement**

Bokamoso Educational Trust is committed to continuous systems improvement. The transition from paper-based administration to integrated digital systems is a strategic priority aimed at strengthening operational efficiency, accountability, and long-term sustainability.