



**HUMAN  
RESOURCE  
DEVELOPMENT  
COUNCIL**  
*of* BOTSWANA

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## **COMPLIANCE FORM**

The Human Resource Development Council (HRDC) is responsible for providing policy advice on all matters of national human resource development; coordination and promotion of the implementation of the National Human Resource Development Strategy; development of the National and Sector Human Resource Development Plans and planning and advising on tertiary education financing and work place learning.

To this endeavor, the Workplace Unit has been tasked to advise and promote skills development at the workplace. It is envisaged that the Unit conducts sensitisation workshops and support visits on the development of work skills training plans.

The instrument below is to be administered to collect data on training at the workplace for implementation of the work skills training plans.

### **DETAILS OF THE ORGANISATION**

**Name of Organization:** .....

**Contact Person:** ..... **Designation:** .....

**Email Address:** .....

**Telephone Number:** ..... **Fax:** .....

**Physical Address:** .....

**Contact Address:** .....

**Location (City/ Town/ Village):** .....

**Number of Employees:** .....

**Sector/Nature of Business:** .....

# 1. EFFECTIVENESS OF WORKPLACE TRAINING INTERVENTIONS (ORGANISATION/ EMPLOYER)

Item No.	ITEM DESCRIPTOR	YES	NO	COMMENTS
<b>A. WSTP DEVELOPMENT</b>				
1.	Work Skills Training Plan (WSTP) available.			
2.	WSTP submitted to HRDC prior to the visit.			
<b>B. LIST OF TRAINING ACTIVITIES UNDERTAKEN AT THE TIME OF VISIT</b>				
<b>Learning Programme</b>		<b>ETP</b>		<b>Accrediting Body</b>
1.		1.		1.
2.		2.		2.
3.		3.		3.
4.		4.		4.
5.		5.		5.
6.		6.		6.
7.		7.		7.
8.		8.		8.

ITEM No.	ITEM DESCRIPTOR	YES	NO	COMMENTS
<b>C. PROVISION OF STUDENT INTERNSHIP AND APPRENTICESHIP TRAINING</b>				
1	Does your organization have placement opportunities for interns/ apprentices?			
2	Do you currently have interns/apprentices in your organization? If yes, how many? (If yes, skip No. 3)			
3.	When was the last time you hosted Interns or Apprentices?			
4	Do you have strategies to support and guide skills training?			
<b>D. PARTNERSHIP</b>				
1	Do you have any Partnership/Collaboration with any Education and Training Providers to extend and enhance training activities?			
2	Does the organisation have partnership on skills transfer with other organisations to enhance workplace training? (secondment/exchange programme)			
<b>E. AVAILABILITY OF TRAINING RESOURCES</b>				
1	Availability of resources to facilitate retooling/ up-skilling of employees			
	➤ Is the environment conducive to support workplace learning?			
	➤ Is the training equipment appropriate in terms of relevancy and responsiveness?			
	➤ Do you have the right personnel for coordinating training (Skills Development Facilitators)?			

**COMMENTS:** .....

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