
 HUMAN RESOURCE DEVELOPMENT COUNCIL of BOTSWANA	APPLICATION FORM FOR RECOGNITION OF NON-CREDIT BEARING SHORT COURSES (NCBSCs)	Document No.	NCBSC 03
		Issue No.	01
		Effective Date	04/10/2021

**APPLICATION FORM FOR RECOGNITION
OF
NON-CREDIT BEARING SHORT COURSES**


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1. DETAILS OF THE Education and Training Provider (ETP)

1.1 Name of ETP:			
1.2 Type of ETP <i>(Tick (✓) the appropriate box)</i>	Conventional	Workplace	Consultant
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 Accreditation No.:		1.4 Expiry date:	
1.5 Postal Address:			
1.6 Physical Address:			
1.7 Email Address:			
1.8 Contact Person:		1.9 Tel. Number:	
1.10 Designation:		1.11 Signature:	
1.12 Application submission date:			

2. SCOPE OF ACCREDITATION

2.1 Field Number	2.2 Fields of Learning Accredited


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3. TRAINING NEEDS ASSESSMENT

3.1 Rationale/Purpose:
3.2 Skills Needs Analysis (Provide summary of your findings as evidence that the course is necessary to address industry skills needs).

4. SHORT COURSE GENERAL INFORMATION

4.1 Title of Short Course:		
4.2 Type of Short Course <i>Tick (✓) the appropriate box</i>	Technical	Generic	
4.2 Field of Learning:		
4.3 Course Learning Time (In hours):		
4.4 Duration - Month and Year Developed:	Year Due for Review:
4.5 Target Population:		

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4.6 Entry Requirements:	<p>.....</p> <p>.....</p>
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5. COURSE CONTENT DELIVERY STRATEGIES (Refer to the points outlined in the guidelines on this criterion)

<p>5.1 Exit Level Outcomes:</p> <p>i.</p> <p>ii.</p> <p>iii.</p>
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<p>5.2 Learning Outcomes</p> <p>i.</p> <p>ii.</p> <p>iii.</p>

<p>5.2.1 Learning Outcome (LO) 1</p> <p>.....</p>
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Topics/Unit	Objectives	Delivery strategies	Assessment Strategies

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5.2.2 Learning Outcome (LO) 2:

Topics/Unit	Objectives	Delivery strategies	Assessment Strategies

5.3 Short Course Delivery Modes <i>(Tick (✓) the appropriate boxes):</i>	Fulltime	Part-time	Online

5.4 Key Facilitation/Learning strategies (general statement about the strategies or methods to be employed in the delivery of the programme)

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5.5 Course Delivery Schedule

Day	Topic/Unit	Notional Learning Hours

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6. ASSESSMENT AND CERTIFICATION

6.1 Assessment (Provide assessment strategies to show how achieved competencies will be measured against the exit level outcomes).

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6.2 Certification (Provide Certification Requirements, including illegibility, type of certificate, and a sample certificate with key safety features).

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7. RESOURCES

a) (List facilities, equipment and prescribed textbooks including minimum staff qualifications to facilitate delivery and assessment of the course. Provide SHE strategies to ensure that the facilities are safe and conducive to teaching and learning).

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8. THIRD PARTY ARRANGEMENT (Where applicable)

Provide evidence of contractual obligation, nature of collaboration, evidence of accreditation of third party and roles and responsibilities of each party in regard to delivery, assessment and certification

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7. SHORT COURSES ENDORSEMENT (Where applicable)

Confirmation reports from Professional Bodies, Associations or Regulators on the relevancy of the Course to the labour market skills needs. Note that this is applicable to courses that fall within regulated professions.

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8. DECLARATION

We the undersigned state that;

- the information contained in the application is, to the best of our knowledge, true and accurate.
- Our institution has capacity to cover its course delivery operations.


Name of Management Representative	Surname:	Name:
	Signature:	Date:
Witness (Name of one member of Board of Governors or Management.	Surname:	Name:
	Signature:	Date:

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9. APPLICATION CHECKLIST

This application and its attachments have been checked and found to contain information in all of the following criteria (*Tick (✓) the appropriate boxes*):

Application Criteria	Applicant	HRDC
Proof of Payment (Attachment of HRDC Receipt/Invoice)		
C1. Accreditation Attach copy of accreditation certificate and scope of accreditation as proof of ETP Accreditation with accreditation authority.		
C2. Training Needs Assessment Skills needs report as evidence that the short course meets the operational competency needs. Record of stakeholder engagement. Proof of alignment to national skills priorities, where applicable.		
C3. Short Course General Information Provide: Title, learning field, duration of course, date course developed and date of review		
C4. Course content and delivery Short Course Guide showing Exit Level Outcomes, Learning outcomes, Objectives, delivery strategies, Course Outline/Delivery Schedule.		
C5. Assessment and Certification Provide assessment strategies to show how achieved competencies will be measured against the exit level outcomes. Provide Certification Requirements including illegibility, type of certificate, and a sample certificate with key safety features).		
C6. Resources		

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List of facilities, equipment, prescribed textbooks and minimum staff qualifications to facilitate delivery and assessment of the course.		
C7. Third Party arrangements (where applicable) Memorandum of Agreement with dates and obligations of both parties, copies of license; evidence of recognition/accreditation of the third party in country of origin.		
C8. Course Endorsement Letters of confirmation from Professional/Regulatory Bodies that competencies from such courses will be recognized.		
	<i>Date</i>	<i>Date</i>
	<i>Sign</i>	<i>Sign</i>

NOTE

The following must be attachments to the duly completed Application Form and submitted to HRDC on ncbsc@hrdc.org.bw;

- i. **Proof of Payment:** a copy of Invoice from HRDC Accounts Unit issued after making payment.
- ii. **Proof of Accreditation:** Copy of ETP Accreditation from BQA.
- iii. **Scope of Accreditation:** Copy of Scope of Accreditation from BQA
- iv. **Sample Certificate:** A copy of Sample Certificate to be issued to candidates upon successful completion of the course.