




HUMAN  
RESOURCE  
DEVELOPMENT  
COUNCIL  
of BOTSWANA

**GUIDELINES FOR  
RECOGNITION OF NON-CREDIT  
BEARING SHORT COURSES  
(NCBSCs)**

Document No.	NCBSC 02
Issue No.	01
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**GUIDELINES FOR RECOGNITION  
OF  
NON-CREDIT BEARING SHORT COURSES**

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## 1. Introduction

- 1.1. This document entails the guidelines for recognizing Non-Credit Bearing Short Courses (NCBSCs) by HRDC. The Guidelines lay out the process from receiving the application to the final stage where the short course is recognized by the Council.

## 2. Purpose

The purpose of these guidelines is to ensure that there is consistency in recognizing NCBSCs. The primary purpose of recognizing NCBSC is to confirm that the short course is relevant and responsive to acquisition of the required competencies.

NCBSCs are skills development interventions post tertiary education and training to address the operational skills gaps in the industry and to respond to the new skills demand in the economy.

NCBSCs make provision for workplaces to close employees' competency gaps through tailor-made training solutions / services.

## 3. Scope


- 3.1. These guidelines cover the recognition of NCBSCs from the time an application is received and registered by HRDC to a point where a decision is taken to recognize or not, and communicated accordingly to the ETP.

## 4. Background

- 4.1. HRDC has the mandate of promoting skills development in workplaces. Reports and Policy documents, primarily the National Human Resource Development Strategy (NHRDS and Education and Training Sector Specific Plan (ETSSP) have identified the shortage of relevant skills as one of the impediments to economic growth and competitiveness. Shortage of relevant skills in the industry can be addressed effectively by implementation of NCBSCs.

## 5. Definition of Terms


- 5.1. **Application** – completed form with all the accompanying documents to support the application as defined in Guidelines for Recognition of Non-Credit Bearing Short Courses.
- 5.2. **Council** – means Human Resource Development Council

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- 5.3. **Credit** - means the amount of learning recognised through qualifications and unit standards registered on the NCQF, measured in terms of notional learning hours;
- 5.4. **Education and Training Provider (ETP)** - means a person or entity that provides or organizes a programme of education and training, including the provision of professional development services i.e., conventional, workplaces and consultancies accredited by BQA.
- 5.5. **Field of Learning** -means a particular area of learning used as an organizing mechanism for the NCQF.(BQA QAS 6)
- 5.6. **Independent Reviewer** – an expert or panel of experts derived from Sector Committees constituted to evaluate an application against guidelines for recognition of short courses. These may include professional bodies, associations, or subject matter experts, if applicable.
- 5.7. **Learning outcomes**-means the statement of what the learner knows, understands and is able to do on completion of a learning process, which are defined in terms of knowledge, skills and attitudes. (BQA QAS 6)
- 5.8. **Learning programme**-means the sequential learning activities, associated with curriculum implementation, leading to the achievement of particular qualification. (BQA QAS 6)
- 5.9. **Non-Credit Bearing Short Course (NCBSC)** - refers to learning activities which do not carry credits, which learners may undertake as part of their development. They are intended for learners who want to gain general knowledge, learn a new skill, upgrade existing skills, or enrich their understanding about a wide range of topics. NCBSC shall be used interchangeably with short course to mean the same thing.
- 5.10. **Recognition of NCBSC** - Is a decision reached as confirmation that the short course is relevant and responsive to fulfil acquisition of the required competencies.
- 5.11. **Short Course** means a type of learning programme through which a learner may or may not be awarded credits depending on the purpose of the programme.

## 6. Abbreviations


AO	Accounts Officer
CEO	Chief Executive Officer
COO	Chief Operations Officer

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DHRDP-Supply	Director Human Resource Development Planning-Supply
HO	Helpdesk Officer
IR	Independent Reviewer
MWPL	Manager Workplace Learning
NCBSC	Non-Credit Bearing Short Courses
PO	Processing Officer
RO	Records Officer
TA	Technical Assistant
VC	Vetting Committee

## 7. Responsibility and authority

7.1. The DHRP-Supply is responsible for the effective implementation of these guidelines.

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## **SECTION A: CRITERIA FOR RECOGNITION OF NON-CREDIT BEARING SHORT COURSES**

This section provides all requirements to be met by ETPs for recognition of Non-Credit Bearing Short Courses.

### **CRITERION 1: ACCREDITATION**


HRDC seeks to establish that the ETP that submits an application for recognition is accredited with a local accrediting body. The ETP shall;

- a) provide evidence of registration and accreditation with BQA; and including scope of accreditation (attach copies).
- b) ensure that the application for NCBSC recognition is within the ETP's approved scope of accreditation.

### **CRITERION 2: TRAINING NEEDS ASSESSMENT**

HRDC seeks to establish that the ETP has done the necessary skills needs assessment and provide evidence on such to ensure that the course is informed by the skills needs of the labour market through stakeholder engagements.

### **CRITERION 3: NON-CREDIT BEARING SHORT COURSES GENERAL INFORMATION**

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HRDC seeks to ensure that key information such as Title and Aims of the non-credit bearing short course for which approval is sought is clearly articulated. The applicant shall:

- a) provide the name of the ETP;
- b) provide the title, rationale and purpose, duration of NCBSC, (in weeks/months), month and year developed, and frequency of review;
- c) indicate the field of learning within which the NCBSC falls;
- d) ensure that the target group is defined;

#### **CRITERION 4: NCBSC CONTENT & DELIVERY**

HRDC seeks to ensure that the NCBSC content and delivery methods are adequate and appropriate. The applicant shall:


- a) ensure the title and rationale of the NCBSC is appropriate and reflects the subject area of focus.
- b) ensure the NCBSC has been organized into learning units and the scope of content for each unit is appropriate;
- c) show that the courses constitute the scope required for achievement of the stipulated course exit outcomes;
- d) present content in a logically sequenced manner and ensure congruence between topics and sub- topics;
- e) stipulate delivery methods consistent with the envisaged required competence development expected of the target group;

#### **CRITERION 5: ASSESSMENT AND CERTIFICATION**

HRDC seeks to establish how achieved competencies will be determined against the exit level outcomes and certificated. The applicant shall:

- a) Provide appropriate assessment strategies, e.g. formative or summative.
- b) State how assessment will be administered e.g. written, practical, course work, participation on attendance
- c) Illustrate how moderation of assessments will be conducted, where applicable.
- d) Explain the type of certificate to be issued and the entitlement e.g. certificate of competence, attendance, participation.
- e) Provide a sample certificate with all the necessary details including safety features.

#### **CRITERION 6: RESOURCES**

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HRDC seeks to establish that the ETP has the capability and capacity to support sustained delivery of the course in all delivery modes. The applicant shall:

- a) Provide information on the required qualification, competence and experience of trainers consistent with staffing and eligibility requirements typical of the short course.
- b) Copies of teaching staff educational certificates and evaluation of qualifications reports where applicable.
- c) Provide a list of resources required, including equipment, specialist facilities, Book, for delivery and assessment of the course
- d) Provide Health and Safety Strategies to ensure that the facilities are safe and conducive to teaching and learning, including Covid-19 Health Protocols.

#### **CRITERION 7: THIRD PARTY ARRANGEMENTS (Where applicable)**


HRDC seeks to establish that where there are arrangements between an ETP and third parties, they are legal and will facilitate quality teaching and learning. The applicant shall:

- a) Show the type of contractual obligations (MoA or MoU) with the third-party showing start and end dates.
- b) Explicitly show the type of partnership arrangement, e.g. Franchising etc.
- c) Articulate clearly the roles and responsibilities of each party on delivery, assessment and certification.

#### **CRITERION 8: COURSES ENDORSEMENT**

HRDC seeks to establish that, where a short course falls within a regulated profession;

- a) The ETPs has engaged with the respective Professional/Regulatory bodies or Associations to ensure that the course meets the industry standards.
- b) The ETPs must attach an endorsement letter from the relevant Professional/Regulatory Bodies or Associations in support of the course when submitting the application to HRDC for processing.

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## SECTION B: NCBSC RECOGNITION REQUIREMENTS

### 1. Payment of Processing Fees

- 1.1 It is a pre-requisite that the ETP makes upfront payment for applications of short courses to be submitted to HRDC for recognition.
- 1.2 A copy of the payment receipt must be attached to the application form as proof of payment.


### 2. Submission of Application

- 2.1 The ETP will submit a duly completed Application Form for the short courses paid for as per the Guidelines. **(See the Attached).**
- 2.2 The Council will acknowledge receipt of complete application and capture it on its database for processing.

### 3. Appeals

- 3.1 An applicant may submit a written letter for appeal within 14 days of receipt of the decision letter as per the Council's Appeals Procedure.



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## **SECTION C: POST RECOGNITION ACTIVITIES**

To maintain recognition of a NCBSC, an ETP must continue to comply with these criteria and guidelines. The primary responsibility for managing compliance lies with the ETP itself, as part of its on-going self- assessment.

### **1. ADVERTISING AND USE OF HRDC LOGO**


- 1.1 Permission for the use of the HRDC logo in cases of recognised courses are as per the guidelines for the use of the logo.
- 1.2 ETPs may use the logo for advertising purposes to the extent of short courses recognized by the Council only.
- 1.3 ETPs are reminded that the HRDC logo cannot be used on the certificates they award to participants.

### **2. RENEWAL OF RECOGNITION OF NON-CREDIT BEARING SHORTCOURSES**

- 2.1 NCBSC will be recognized for a period not exceeding three (3) years. An ETP shall, within six (6) months before the period of recognition for the short course expires, apply for renewal.
- 2.2 An application for renewal shall be made to the Council on "Renewal of Recognition for NCBSC Form.
- 2.3 The application shall be accompanied by a non-refundable fee and relevant documentation and information.

### **3. NOTIFICATION OF SIGNIFICANT CHANGES**

Major changes to short course have the potential to impact on the provision of teaching and learning and the ETP's capacity to meet the requirements in the Guidelines for NCBSC recognition and must be reported to HRDC.

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**Significant changes include the following, but not limited to:**

- 3.1 a change in the name/title of short course;
- 3.2 a change in the duration of a course;
- 3.3 a change in the content of short course of more than 30% of the core components;
- 3.4 discontinuation of a short course;
- 3.5 a change in any franchising or partnership arrangements;
- 3.6 a change in the mode of delivery of course and assessment.

#### **4. WITHDRAWAL OF RECOGNITION OF NON-CREDIT BEARING SHORTCOURSES**

The Council may withdraw recognition of a short course where:

- 4.1 the Council has good cause to believe that the ETP no longer meets the criteria set for the recognition of the short course;
- 4.2 the Council shall issue a written notice to the ETP outlining the conditions of withdrawal.
- 4.3 The withdrawal of a programme/course from an ETP shall be made public.

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