



HUMAN RESOURCE DEVELOPMENT COUNCIL

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How to complete the HRDC fund reimbursement form.

Section 1 Employer Details

1. Note that the client must provide details of two contact people in the organisation – names and e-mails and phone numbers of each one must be provided.
2. The organization must provide the VAT no. If the organisation is an NGO or is not registered for VAT , they should write N/A under the VAT registration No.

Section 2 Particulars of Training

1. The title of the programme trained must correspond exactly with the name of the programme as it appears on the BQA certificate of accreditation for local training whereas for external training the name should appear as per the pre-approval letter.
2. Attach a copy of training provider and trainers' list of accredited programmes to confirm this.
3. The minimum Learning hours reimbursable is 10hrs as this is an equivalent of one credit in the Botswana National Qualifications Framework. Levy payers should ensure that the training adheres to the stipulated learning hours as accredited by BQA.
4. Location of training must state the area (town) where training took place (e.g. Francistown.

NB. PROGRAMME TITLES AND CONTENTS ARE NOT TO BE CHANGED WITHOUT APPROVAL BY BOTSWANA QUALIFICATIONS AUTHORITY

Section 3. Breakdown of Course / Training duration

1. The module / programme must correspond exactly to the programme name registered with BQA.
2. Enter the Trainer's name and their accreditation number (e.g. HRDC and accreditation number).

NB: 1. It is the responsibility of the client to ensure that the training provider and the trainer are duly accredited and that the training took place accordingly.

Section 4 Training Costs Paid

Training costs are costs that relate directly to the training programme. Proof of payments to the training provider and to other service providers in a form of receipts, copies of bank statement, deposit slip or EFT payment notification has to be provided for reimbursement.

1. Tick the Outsourced Training box if the programme is outsourced from external trainers or the in house training box if it is done by internal trainers.
2. Tuition fees: They include tuition fees (course fees), exam fees and are reimbursable if the levy payer has provided proof that they have paid the training provider. **(Tuition fees do not attract VAT.)**
3. Course materials such as books and other stationary items with VAT inclusive.
4. A copy of invoice and proof of payment in respect of training costs must be duly attached.
5. If the training is in-house there will be no tuition fees reimbursed but the trainers salary prorated to the period of training will be reimbursed. (proof of current payslips must be attached)
6. Trainees salaries prorated to the period of training. (proof of current payslips must be attached)
7. Accommodations for trainees on training and or conference facilities for the training with proof of payment attached.
8. Transport for both trainees and trainer if applicable.

Section 5 Particulars of Trainees

1. Certified copies of the National Identity (Omang) for citizens and passport for non-citizens must be provided for all the trainees. Omang cards must be valid as at the time of training.
2. HRDC pre approval letter must be attached for non-citizen training and training outside the country.
3. The attendance register has to be signed by all trainees for each day of training and not a tick. Where logbooks were used they should also be attached.
4. The telephone number for each employee trained, must be their personal contacts number and not that of the company.

Section 6 Declaration

1. The Processing Officer and Supervisor/training officer must be from the client **not** from training provider.
2. The officer who signs the declaration must be an authorized representative of the organization.

The client has to courier or hand-deliver the claim to the HRDC offices.

NB: The HRDC financial year runs from 1 April to 31 March of the following year but levy payer are given up to 30 June to submit claims for the financial year. Levy payers are encouraged to submit claims throughout the year as they complete training to avoid delays in processing claims due to congestion as at the closing time.