



HUMAN
RESOURCE
DEVELOPMENT
COUNCIL
of BOTSWANA

CORPORATE PROFILE







CONTENTS

About Human Resource Development Council (HRDC) 2

HRDC Departments and Units 8

National & Sector Human Resource Development (HRD) Planning 13

Botswana Human Resource Development Skills Fair (BHRDS) and Career Clinics 18

Human Resource Development Fund (HRDF) 20

Work-Place Learning 22

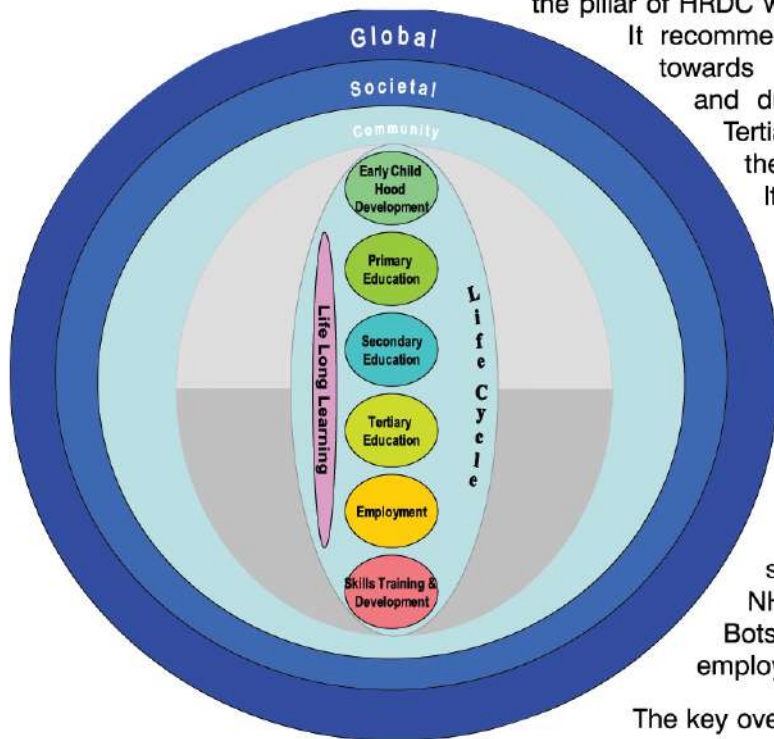


**HUMAN
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THE BEGINNING OF HUMAN RESOURCE DEVELOPMENT COUNCIL (HRDC)



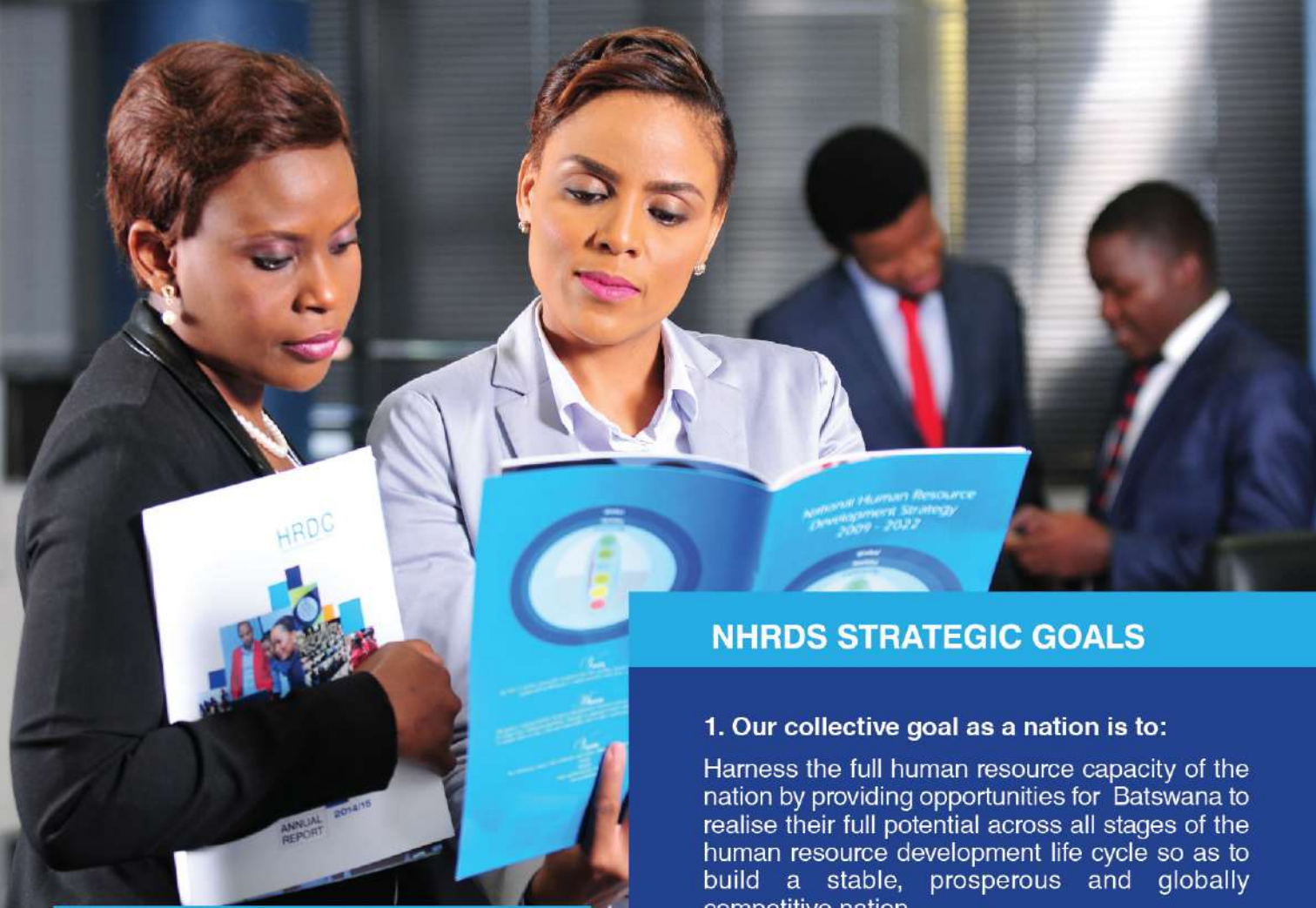
The National Human Resource Development Strategy (NHRDS), the pillar of HRDC was approved by Cabinet in January 2009.

It recommended a rationalisation strategy geared towards eliminating the overlapping mandates and duplication of services between the then Tertiary Education Council (T.E.C.) and the then Botswana Training Authority (BOTA).

It did put in place a holistic and integrated institutional framework comprising two new statutory bodies namely; Botswana Qualifications Authority (BQA) and the **Human Resource Development Council (HRDC)**.

The realisation of the NHRDS will guarantee delivery of a range of national, societal, Government, private sector, civil society and institutional reforms necessary to guarantee Botswana's future status as a 'Winning Nation'. Furthermore, NHRDS is a key contributor to ensuring that Botswana is a 'nation at work' with its people employed in high-skill-high-value jobs.

The key overarching goal of the NHRDS is to optimise the efficacy and outcomes of the HRD to drive Botswana's development agenda. The desired outcomes of the Strategy are economic diversification and societal advancement.



“To encourage each citizen to realise their individual potential...”

NHRDS STRATEGIC GOALS

1. Our collective goal as a nation is to:

Harness the full human resource capacity of the nation by providing opportunities for Batswana to realise their full potential across all stages of the human resource development life cycle so as to build a stable, prosperous and globally competitive nation.

2. Our Personal goal as individuals is to:

Achieve my full potential as an individual by assuming a personal responsibility for my own self development through determination, courage, self sacrifice and by recognising that I am ultimately answerable for ensuring the maximisation of my own abilities.

HRDC STRATEGIC PLAN (2016 - 2021)

VISION

To make Botswana's human resource globally competitive by 2026.

MISSION

To advice, plan, fund and coordinate the development of Botswana's human resource to achieve a knowledge based economy by engaging and integrating stakeholders.

VALUES

- Accountability
- Botho
- Excellence
- Teamwork
- Transparency





INTRODUCTION TO HRDC

The Human Resource Development Council (HRDC) was established by the HRDC Act No 17 of 2013 which became effective on the 8th November, 2013. In a supervisory capacity and acting as Government's advisor on human resource development, HRDC provides a platform for the Public Sector, Private Sector and Civil Society to act in concert to drive the National Human Resource Development Strategy (NHRDS).

Specifically, the Council coordinates efforts by all parties to study Botswana's education and skills development mechanism, assesses its impact on national priorities, identifies barriers to effective delivery of the NHRDS and mutually agrees on targeted solutions that should be implemented in the short, medium and long term

in alignment with the strategic intent (as pronounced in the NHRDS).

The implementation of the above targeted solutions was driven by a set of clear initiatives that were coordinated, promoted and overseen by the HRDC in partnership with relevant stakeholders. The establishment of the HRDC, therefore, represents a clear acknowledgement by Government of the need to drive effective human capital development through a process that engages and accommodates the input and broad participation of the public sector, the private sector, civil society, labour, youth, Education Training Providers (ETP) institutions and other key stakeholders as partners in establishing an effective sector-focused human capital development base in Botswana.



HRDC OBJECTIVES

The objectives of the Council shall be to:

- a) Provide for policy advice on all matters of National Human Resource Development;
- b) Co-ordinate and promote the implementation of the National Human Resource Development Strategy;
- c) Prepare the National Human Resource Development Plans; and
- d) Plan and advise on Tertiary Education Financing and Work-Place Learning.



HRDC FUNCTIONS AMONG OTHERS ARE TO:

Without derogating from the generality of Subsection (1), the Council shall:

- a) Advise the Minister on all policy issues relevant to the implementation of the National Human Resource Development Strategy as developed by the Government from time to time;
- b) Formulate the National Human Resource Development Plan;
- c) Provide advice on Management, Planning and Financing with specific reference to:
 - i. Internship
 - ii. Apprenticeship
 - iii. Work-Place Learning
 - iv. Reimbursing employers who have incurred training costs for apprentices and trainees
- d) Manage Funds established under Part VII of the Act;
- e) Promote Work-Place Learning;
- f) Establish and manage a National Labour Market Information System and National Education and Skills Development data base;
- g) Promote the establishment, co-ordination and approval of institutional plans for public and private tertiary education institutions and post implementation monitoring and evaluation with specific reference to;
 - i. human resource development
 - ii. research innovation, and
 - iii. institutional capacity building
- h) Co-ordinate, promote and support Tertiary Education-industry link research and innovation activities;
- i) Formulate Human Resource Development Plans for key sectors of the economy through linkages with employers in the public and private sectors;
- j) Develop strategies for student attachments and academically prescribed internships and promote methods of skills development; and
- k) Act as a supervisory agency and to co-ordinate the implementation of the National Human Resource Development Strategy and ensure a link between the different levels of education, training and skills development.

ABOUT HRDC DEPARTMENTS

The new HRDC organogram comprises; Office of the Chief Executive Officer which has the following support functions (Marketing Communications and Stakeholder Relations, Strategy Office, Quality Management Systems, Board Secretary and Internal Auditor).

The Office of the CEO is assisted by the Chief Operations Officer who oversees seven departments namely; Department of Human Resource Development Planning-Supply, Department of Human Resource Development Planning-Demand, Department of Statistics, Research, Development and Innovation, Department of Corporate Services, Department of Information, Communication and Technology, Department of Human Resources and the Department of Funding.

1 OFFICE OF THE CHIEF EXECUTIVE OFFICER

This office is responsible for the following:

- Providing for policy advise on all matters of National Human Resource Development (NHRDS);
- Coordinating and promoting the implementation of the National Human Resource Development Strategy (NHRDS);
- Preparing the National Human Resource Development Plans;
- Planning and advising on tertiary education financing and Work-Place Learning;
- Overall stewardship of the organisation;
- Driving organisational and cultural change & ensure all policies, regulation & codes of ethics are cascaded down and adhered to throughout the organisation;
- Implementation of the vision, goals and policies;
- Management of the transition and change during and after the establishment of HRDC.

2 OFFICE OF THE CHIEF OPERATIONS OFFICER

This office is responsible for the following:

- Provide high level leadership and direction to the operational departments to ensure high quality and cost effective services are delivered to clients;
- Deputises the Chief Executive Officer with respect to overseeing the daily operations of HRDC;
- Promotes and support cross-functional exchanges and operations among the departments;
- Ensure that there are robust processes, systems, controls and operating mechanisms in place to promote effective and efficient delivery of high performance operational outcomes;
- Oversees the recruitment, training and development, mentoring, motivation and retention, appraisal of the Departmental Heads.

3 DEPARTMENT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

This office is responsible for the following:

- Directing the information and data integrity of the organisation and its departments and for all Information Technology functions of the organisation. This includes all information centres, technical service centres, help desks, communication networks (voice and data), computer program development, and computer systems operations;
- Maintaining the integrity of all electronic records of the organisation;
- Reviewing all computerised and manual systems; information processing equipment and software for acquisition, storage and retrieval; and definition of the strategic direction of all information processing and communication systems and operations;
- Providing overall management and definition of all computer and communication activities within the organisation including responsibility for providing a leadership role in the day to day operations of the Business Information and Information Technology functions as well as providing direction as the organisations grows through internal growth and external acquisition.

ABOUT HRDC DEPARTMENTS (continued)

4 DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT PLANNING (DEMAND)

This department is responsible for the following;

- Lead the development and periodic review of national/sectoral HR Plans in line with NHRDS;
- Provide inputs to the preparation of HRDC's strategic/operating plans and budgets;
- Monitor and evaluate implementations of the plans;
- Provide advice on all aspects of the National Human Resource Development including policy, strategy, implementation, monitoring and evaluation.

5 DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT PLANNING (SUPPLY)

This department is responsible for the following;

- Responsible for managing, directing, coordinating and supervising the planning institutional planning plus workplace learning in alignment to the mandate of HRDC;
- Ensure that the planning functions are performed in synchronisation with the National and Sector skills plans;
- Lead the preparation of long term of institutional plans and their incorporation in the National HRD Plan and the NDP11;
- Lead the preparation of Work-Place Skills Plans;
- Institutional Planning;
- Provide advice on management and planning for Work-Place Learning;
- Student Affairs Planning.



6 DEPARTMENT OF STATISTICS, RESEARCH DEVELOPMENT & INNOVATION

This department is responsible for the following:

- Leading in coordinating, promoting and supporting tertiary education industry-linked research;
- Building and enhancing capacity of Tertiary Education Providers (TEP's) in research by providing financial support through research grants;
- Operationalisation of Labour Market Observatory (LMO) and Maintenance of the Labour Market Information System (LMIS);
- Data Management and production of tertiary education and training statistics for policy advice and decision making;
- Knowledge management of HRDC multimedia resources.

7 DEPARTMENT OF CORPORATE SERVICES

This department is responsible for the following:

- Provision of support functions to HRDC;
- Ensuring effective budgeting, financial planning and control, financial management and reporting in compliance with financial regulations;
- Procurement and tendering process and ensure adherence to relevant regulations.

8 DEPARTMENT OF HUMAN RESOURCES

This department is responsible for the following:

- Spearheading the development and maintenance of a Code of Conduct and Ethics for HRDC and seek to inculcate the desired corporate culture among staff;
- Provide leadership in areas such as manpower & succession planning, induction, training and development, staff development programme management;
- Career planning and management, recruitment, selection and placement of staff.

ABOUT HRDC DEPARTMENTS (continued)

9 DEPARTMENT OF FUNDING

This office is responsible for the following:

- Leading, managing, directing, coordinating and supervising the funding mandate of HRDC;
- Ensure that the funding functions are performed in sync with the National and Sector HRD Plans;
- Provide expert guidance and advice in funding;
- Approve allocated budgets to institutions and ascertain timely disbursement of funds.





ABOUT THE

NATIONAL & SECTOR HUMAN RESOURCE DEVELOPMENT (HRD) PLANNING

INTRODUCTION

In line with the realisation of the National Human Resource Development Strategy (NHRDS) vision which states that, "By 2022 it will be universally accepted that the quality, productivity and motivation of its people will be Botswana's single greatest and most valuable resource". The Human Resource Development Council (HRDC) has adopted a Human Resource Development (HRD) Planning Approach which entails both National and Sector-based HRD Planning and is demand/ industry driven.

The approach is a divergence from the Manpower Planning Approach which was coordinated by the Ministry of Finance and Development Planning. HRDC has commenced development of Sector-based Human Resource Development Plans through Sector HRD Committees. The HRD Plans are aimed at addressing the misalignment between the supply and the demand for skills from the labour market, which has been identified as one of the problems contributing to unemployment in the country.

BENEFITS & STRENGTHS OF HUMAN RESOURCE DEVELOPMENT PLANNING

The benefits of HRD Planning include, but are not limited to;

- a) Ensure that planning is strategy driven and that it properly contextualises the broader policy environment;
- b) Considers occupation specific education and training programmes but also focuses on generic skills and competencies;
- c) Matches labour market and education programme profiles;
- d) Align student funding with the required skills/ occupation in demand, which will address the problem of overproduction of skills.



ABOUT SECTOR HUMAN RESOURCE DEVELOPMENT COMMITTEES (continued)

PURPOSE AND OBJECTIVES

The establishment of Sector HRD Committees ensures that there is a direct linkage between the skills developed and the needs of the ever fast changing economy. Sector HRD Committees are key strategic sectors of the economy and partnerships that work together to form a strategic collaborative alliance. They provide an excellent opportunity for a pan-sector collaborative approach to human resource development planning which strengthens the commitment of Government, Employers, Workers, Educators, and Civil Society to work together in addressing Botswana's HRD challenges.

The key purpose of the Sector HRD Committees is to provide a single link which focuses on determining the human resource development needs and designing a collaborative education and skills training and development response that will enable the sector to thrive and succeed.

THE ROLES OF THE SECTOR HRD COMMITTEES ARE TO;

- ❖ Ensure a coordinated approach to HRD planning;
- ❖ Determine common priorities for action;
- ❖ Facilitate the integration of policies and

programmes;

- ❖ Provide a forum where industry, education and skills training can work together in a strategic collaborative alliance;
- ❖ Oversee the development of sector specific HRD Plans.

SPECIFIC FUNCTIONS OF THE SECTOR HRD COMMITTEES

Sector HRD Committees exist to;

- ❖ Produce sector specific HRD Plans that will ensure a direct linkage between the sector specific skills demand and education and skills development or the supply of skills;
- ❖ Provide a forum for constant dialogue and consensus building among stakeholders in the sector on all matters relating to HRD;
- ❖ Provide advice to the HRDC on emerging economic trends and relevant education and training and skills needs in its sector;
- ❖ Initiate and oversee the development and periodic review of sector specific HRD plans and research studies;
- ❖ Provide advice on appropriate measures to deal with any mismatch between demand and supply of human resources in the sector;
- ❖ Identify planned major projects that require

human resource impact assessment studies and make recommendations for their formulation and execution;

- ❖ Provide a sounding board for the Sector to advise HRDC to discuss, review and validate National and Sector HRD Plans;
- ❖ Ensure a linkage with the strategies of Government by ensuring interaction with Economic Diversification Drive (EDD), Hubs and others;
- ❖ Ensure linkages with other Sectors to deal with cross sector occupations and skills needs and occupations and skills that fall outside the scope of a specific sector and which need to be incorporated into the National Human Resource Development Plan;
- ❖ Embed a commitment from employers within the Sector to invest in the training of their employees and in the development of education and training institutions; to facilitate the provision of internships by their respective sectors and to advise on the optimisation of the use of the Human Resource Development Fund (HRDF).

COMPOSITION OF THE SECTOR HRD COMMITTEES

Each Sector HRD Committee is a Technical Committee of the HRDC tasked with the development and implementation of its sector skills plan. Each Committee is composed of the Chairperson

and 12 to 15 members comprising key representatives of the sector.

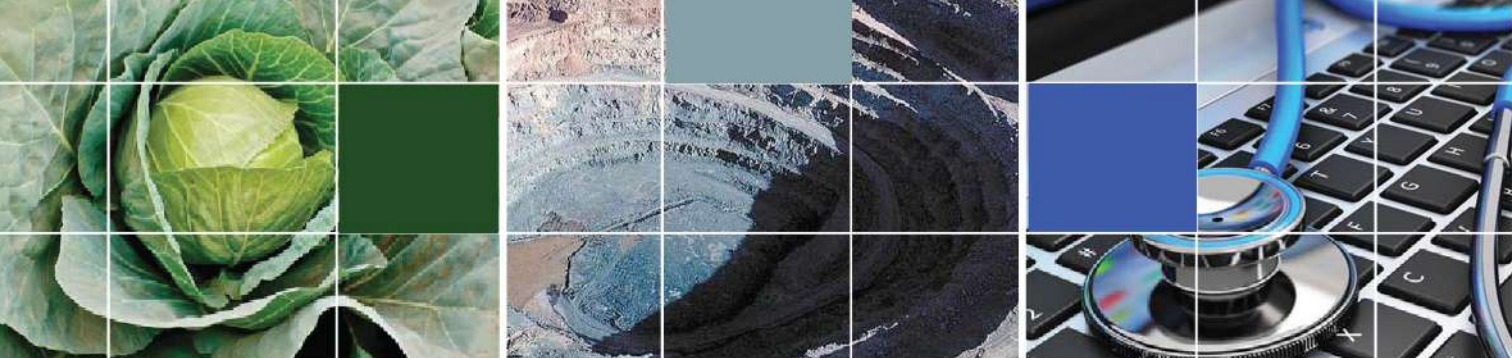
The composition of the Committee ensures that the sector is comprehensively represented with a mix of individuals that in composite demonstrate a combination of qualifications, experience and relevant positions of leadership and authority. The membership is drawn from the following broad constituencies;

- ❖ Business and Employers;
- ❖ Government;
- ❖ Employees and Labour Unions;
- ❖ Advisory, Steering, Support and Regulatory Agencies;
- ❖ Education and Skills Training and Development Specialists and Institutions;
- ❖ Professional, Employer and Employee Associations;
- ❖ Civil Society.

IDENTIFIED SECTORS

A total of 12 sectors have been identified. Selection of these sectors was based on their strategic importance in the economy. These are;

- 1) Mining, Minerals, Energy and Water Resources



- 2) Tourism
- 3) Creative Industries
- 4) Agriculture
- 5) Health
- 6) Information and Communication Technology
- 7) Finance and Business Services
- 8) Education and Training
- 9) Public Sector
- 10) Transport and Logistics
- 11) Manufacturing
- 12) Research, Innovation, Science and Technology

Human Resource Development Planning Process

Formulation of Sector HRD Plans follows a staged approach. The process entails the following steps;

Step One:

Understanding the context or documenting the profile of the sector, done through consultations with the stakeholders;

Step Two:

Detailing the Sector Strategy and factors driving change within the sector;

Step Three:

Identifying the current skills demand and examining the impact of the future change on the demand for skills thereby identifying priority skill areas;

Step Four:

Identifying factors influencing supply, and;

Step Five:

Recommending strategies for addressing shortages and improving supply/skills development.

The development of the National HRD Plan takes into consideration the cross cutting issues, which includes among others the following; research and innovation, population demographics, poverty, information technology as well as HIV and AIDS.

CONSULTATION PROCESS

Once the National/Sector HRD Plan is developed it goes through several structures:

- ❖ Stakeholders through consultative workshops for stakeholder buy-in;
- ❖ Internal structures of the HRDC;
- ❖ Ministry of Tertiary Education, Research Science and Technology;
- ❖ Cabinet;
- ❖ Parliament.



ABOUT THE BOTSWANA HUMAN RESOURCE DEVELOPMENT SKILLS (BHRDS) FAIR AND CAREER CLINICS

The Botswana Human Resource Development Skills (BHRDS) Fair and Career Clinics is a strategic stakeholder engagement activity geared towards promoting the training and education sector. This noble initiative was enhanced in 2015 by using the binary approach which embedded the component of the Career Clinics. The two events convene strategic audiences under one roof to reflect on strategic issues of the education and training sector.

The Botswana Human Resource Development Skills Fair was first introduced by the Tertiary Education Council (T.E.C.) and its partners in March 2010 as an annual event. This noble event brings together various stakeholders among them, the Human Resource Development (HRD) Sector Committee, Botswana Qualification Authority's (BQA) registered Education and Training Providers (ETPs), current and prospective learners, institutions outside Botswana, Professional Membership Bodies or regulatory bodies in Botswana, government development, financial institutions (banks), private and business sector. The two events, the BHRDS Fair and Career Clinic have their central goal of creating maximum awareness as well as educating the stakeholders and the public on how Fair and Career Guidance Clinics contribute towards the growth of the education and training sector in Botswana.

Additionally, the BHRDS Fair Career Clinics do provide information to the learners using multiple approaches geared towards assisting them to make informed career choices, creates the opportunity for dialogue between the prospective learners and education and training providers, the HRDC's traditional partners including others; Botswana Qualifications Authority (BQA), Botswana Examination Council (BEC) and the Department of Tertiary Education Financing (DTEF) and the Department of Curriculum Development and Evaluation (CDE).

OBJECTIVE OF THE BOTSWANA HUMAN RESOURCE DEVELOPMENT SKILLS FAIR & CAREER CLINICS

In line with the National Human Resource Development Strategy (NHRDS), the National Development Plan 11 (NDP11),

Education and Training Sector Strategic Plan (ETSSP) and Human Resource Development Council (HRDC) mandate of provision of policy advice on all matters of National Human Resource Development, coordination and promotion of the implementation of the NHRDS, preparation of the National Resource Development Plans and Planning and advising on Tertiary Education Financing and Work-Place learning.

The Botswana Human Resource Development Skills Fair and Career Clinics aims to:

- Promote the education and training sector in Botswana;
- Offer the exhibitors from different education and training institutions and potential learners the opportunity to actively interact and identify the career choices in programmes offered in each institution;
- To advice Botswana General Certificate in Secondary Education (BGCSE) school leavers on career paths marketable in Botswana;
- To advice prospective learners about the programmes of study that are in line with the Sector HRD Plans;
- Stimulate quality education amongst the public and private tertiary institutions in ensuring that they adhere to delivering quality education in Botswana.

In a quest to diversify the BHRDS Fair and the Career Clinics and promote the internationalisation principle within our local education and training institutions, international institutions have been given the opportunity to also showcase their products and services. The two events have in the past proven to be a success.



ABOUT THE HUMAN RESOURCE DEVELOPMENT FUND (HRDF)

01 WHAT IS HUMAN RESOURCE DEVELOPMENT FUND?

The Human Resource Development Fund (HRDF) is a training fund that has been established for skills development in the country. It is operated through a levy grant system where companies pay a levy into the Fund and are reimbursed costs that they incurred for training their employees. Training should be accredited with Botswana Qualifications Authorities (BQA) or with a similar regulatory body in the country of origin if the Training is outsourced outside Botswana. It is important to note that the levy payer should ensure that both the programme and trainer are accredited.

02 WHAT IS A TRAINING LEVY?

A training levy is a levy based on an employer's turnover. An employer is any person registered or liable to be registered under the Value Added Tax (VAT) Act.

03 WHICH COMPANIES PAY TRAINING LEVY?

Any company that accumulates an annual turnover of over the current VAT threshold must pay the training levy.

04 WHAT ARE THE TRAINING LEVY RATES?

Turnover	Levy Payable
Less than P1,000,000.00	No levy
P1,000,000.00 to 2 billion	0.2%
Excess of 2 billion	0.05%
Oil industry	0.05% on regulated petroleum products

N.B: Quick shop sales will attract 0.2% rate for oil industry companies

05 HOW DOES ONE SUBMIT A COMPLETE REIMBURSEMENT CLAIM?

1. A company should complete the reimbursement form obtainable from HRDC offices or website (www.hrdc.org.bw).
2. Attach the BQA Accreditation Certificate for the institution and trainer.
3. Pre-approval letters for training outside Botswana or of non-citizens.
4. Certified copies of valid identity cards (Oman) for trainees; if the identity card has expired, the applicant should attach the renewal receipt.
5. Certified copies of certificates or progress reports or transcripts for trainees.
6. Certified copy of attendance register during training.
7. Original receipts or other proof of payment for all costs incurred. This is used to verify the costs that have been incurred for the training.
8. Salary spreadsheet showing computations when claiming salary costs (payslips are proof of payment of the costs).

06 HOW IS THE MAXIMUM CLAIMABLE CALCULATED?

- a. Every P1.00 paid as levy up to a **maximum of** P1,000.00 shall generate a grant of P7.50;
- b. Every P1.00 paid as levy **in excess of** P1,000.00 but below P5,000.00 shall generate a grant of P3.75;
- c. Every P1.00 paid as levy in excess of P5,000.00 shall generate a grant of P2.00;



Example:

An employer who has paid a levy amounting to P55,000.00 in any one financial year would be eligible for: P1.00 **P1,000.00**; **P1,000.00 x P7.50 = P7,500.00** P1,001.00 - P5,000.00; P4,000.00 x P3.75 = P15,000.00 P5,001.00 and above; P50,000.00 x P2.00 = gives a grant of P100,000.00

Total maximum claimable = P7,500.00 + P15,000.00 + P100,000.00 = **P 122,500.00**

07 WHICH COSTS ARE CLAIMABLE?

The claimable costs include among others: tuition or trainer fees; stationery costs; trainee salaries prorated to number of days in training; travel costs and short courses up to certificate level.

08 WHAT ARE THE TIMELINES / TURNAROUND TIME FOR COSTS?

The training costs are reimbursed based on the training levy paid for a particular period and the total costs incurred. The lesser amount between the two will be paid as reimbursement. Example: If turnover = P1,000,000 then Levy paid = P2,000.00. Maximum claimable based on levy is: P1000 x 7.50 + P1000 x 3.75 = P11,250.00. If training costs are P20,000.00, the approved reimbursement will be P11,250.00. However, if training costs are P6,500.00, the approved reimbursement will be P6,500.00.

09 CAN I TRAIN NON- CITIZENS?

A company can train non-citizens only after obtaining pre-approval from HRDC prior to training.

10 WHAT HAPPENS IF THE TRAINING THAT I WANT IS NOT AVAILABLE IN BOTSWANA?

Pre-approval to train in a foreign country should be requested from HRDC prior to training. The approval of the request should be obtained prior to undertaking the training. It is the responsibility of the employer to ascertain the accreditation status of the Institution, programme and trainer in the host country.

N.B: PRE-APPROVAL WILL BE GRANTED WHERE IT IS CLEAR THAT THERE IS NO SIMILAR TRAINING IN BOTSWANA.

FOR MORE INFORMATION CONTACT:

DEPARTMENT OF FUNDING HUMAN RESOURCE DEVELOPMENT FUND (HRDF):

Plot 60113, Block 7, Private Bag BR 108,
Gaborone, Botswana Tel: +267 3930741

Fax: +267 393 0740

Email: hrdfclaims@hrdc.org.bw

Website: www.hrdc.org.bw



ABOUT THE WORK-PLACE LEARNING

01 WHAT IS WORK-PLACE LEARNING?

Work-Place Learning means skills training or development that is provided at the Work-Place for employees including informal skills training and development; on the job training; vocational and technical training which is not offered by tertiary institutions.

The HRDC Planning function supports the Council's mandate by providing advice on the management of Work-Place Learning with specific reference to Apprenticeship; Internship and Work-Place learnership and traineeship.

02 WHAT ARE THE ADVANTAGES OF WORK-PLACE LEARNING?

- Relevant skills developed, and aligned to the world of work and workplace skills requirements.
- Reimbursable training costs incurred from the training intervention through the Human Resource Development Fund (HRDF).
- Motivated workforce.
- Competent skilled employees from structured and quality assured Work-Place Learning programmes meeting the needs of industry.

03 WHAT IS THE FUNCTION OF WORK-PLACE LEARNING UNIT?

- Provide advice to Work-Places, employers and /or organisations on Work-Place Learning Policy, regulations and guidelines pertaining to Work-Place Learning in accordance with the HRDC mandate.

- Support and promote acquisition of relevant skills at work-Places.
- Align skills and competencies to the Skills Training Plan as informed by the sector skills.
- Promote and encourage research and innovation initiatives geared towards achieving the National Human Resource Development Strategy.
- Pre-approves training to facilitate compliance with HRDC reimbursement requirements.
- Coordinate and monitor the implementation of structured Work-Place Learning Programmes to meet the national human resource development needs of all sectors as informed by the **National Skills Development Strategy**.

04 WHAT ARE THE REGULATORY INSTRUMENTS?

- Human Resources Development Council Act (2013).
- Human Resources Development Fund Regulations.
- Pre-Approval Guidelines.
- Reimbursement Guidelines.
- Human Resources Development Structured Work-Place Learning Regulations.
- Work-Place Skills Training Plan.



05 WHAT ARE THE REQUIREMENTS TO OBTAIN PRE-APPROVAL OF TRAINING

- Letter of request for approval of the proposed training.
- Work-Place Skills Training Plan.
- Rationale (course objectives, course duration, cost analysis, etc)
- Evidence of Training Provider's accreditation status (Training Provider must be accredited with the Botswana Qualification Authority or with a similar regulatory body in the country of origin if the Training is outsourced outside Botswana).
- Certified Copies of Omang.
- For training sourced outside Botswana.
- Non-citizens training in an area that is not security related.
- Submit at least fourteen (14) working days before the training commences and training of non-citizens.

FOR MORE INFORMATION KINDLY CONTACT:

**DEPARTMENT OF HUMAN RESOURCE
PLANNING (SUPPLY)**

WORK-PLACE LEARNING UNIT:

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Gaborone, Botswana**

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Email: marketingcomms@hrdc.org.bw



BHRDS
BOTSWANA HUMAN RESOURCE
DEVELOPMENT SKILLS FAIR
& CAREER CLINICS







**HUMAN
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of BOTSWANA

Website: www.hrdc.org.bw



Driving Botswana's Human Capital Development Agenda



For more information contact:

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Email: marketingcomms@hrdc.org.bw, Website: www.hrdc.org.bw



Botswana Human Resource Development Council



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