

HRDC LAUNCHES ITS ETHICS HOTLINE

Official Launch
of the
HRDC Ethics Hotline

CORRUPT FREE SOCIETY



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Editor's Note



Welcome to the eighteenth edition of the HRDC insight Newsletter. The Human Resource Development Council (HRDC) in its request to drive Botswana's Human Capital Development Agenda continues to engage with stakeholders around the country

This has been a period of learning and resetting. We have reflected and found new ways of continuing to engage with our valued stakeholders through our digital marketing platforms primarily the social media platforms such as Facebook, Twitter and

Instagram. COVID – 19 pandemic rudeawakening has changed HRDC's way of doing business, the lessons we pocketed have been rewarding as they have revolutionised the way we have been rendering services and engaging with valued stakeholders. However, we have also missed the physical stakeholder engagement and it has been refreshing to finally be able to engage in physical settings in different workshops and meetings.

Our cover story for this edition of our Newsletter focuses on the launch of the Ethics Hotline. HRDC just like other government agencies, it has been under immense pressure to adopt and maintain ethical practices that endorse its ethical culture thereby offering stakeholders a convenient and anonymous way to report wrongdoing. Further, this undertaking has proven that HRDC is transparent and accountable as a Government agency entrusted with advancing the Government of Botswana human capital agenda.

We are pleased about this new development that seeks to ensure our service provision is fair and not biased in any way. Read more about the launch on page 3.

We have been actively engaging with different Stakeholders sharing our mandate and discussing ways of collaborating to improve the human resource of our Country. Some of the key engagements we have recently held include; training Education and Training Providers (ETPs) on the Human Resource Development (HRD) Fund, Dissemination of the Creative Industries Sector Plan as well as the Institutional Planning Support Visits.

We also recently signed a Memorandum of Understanding (MoU) with Peo Yarona (Pty) LTD to provide training to unemployed Information and Communications Technology (ICT) and Electrical Engineering Graduates. We are excited with this new partnership as it seeks to upskill ICT unemployment graduates with relevant skills that will make them marketable beyond the borders of Botswana.

For more regular updates on our activities kindly follows us on Facebook, LinkedIn and Twitter. We always look forward to engaging with you and receiving feedback.

Enjoy the read

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HRDC LAUNCHES ITS ETHICS HOTLINE



HRDC BOARD CHAIRPERSON: Ms Choice Pitso presenting the key note address at the Ethics Hotline Launch

On the 26th July, 2022 the Human Resource Development Council (HRDC) launched its Ethics Hotline under the theme, 'Corrupt Free Society'. The main objective of this Ethics Hotline is to provide a platform for both the internal and external stakeholders to report incidences of suspected fraudulent and corrupt activities affecting the Council.

Giving the welcome remarks, the Acting Chief Executive Officer of HRDC Mr. Meshack Tafa, indicated that the Council is alive to the highest standards of service delivery and integrity in all its activity undertakings. As such, adhering to sound principles of corporate governance is critical to earning and maintaining the trust from key stakeholders and meeting service delivery standards. "In our bid to uphold the standards alluded to above, HRDC has found it befitting to introduce the Ethics Hotline, where stakeholders can freely report unlawful, unethical and unsafe behaviours" said Mr. Tafa. He concluded by stating that the Ethics Hotline is an enabler for upholding some of the HRDC's Core Values, which are Accountability and Integrity.

Officially launching the HRDC Ethics Hotline, the HRDC Board Chairperson, Ms Choice Pitso indicated that this is one iconic event that proves that HRDC has risen to the

occasion of zero tolerance for corruption. The Board Chairperson noted that HRDC has put in place instruments whose goal is to help the Organisation to detect and deter fraud and unethical work behavior, thereby enabling management of fraud. "I can confirm to you that these efforts are commensurate with those of the Country and our parent Ministry which has set the tone by putting in place the necessary measures for corruption prevention through instituting of a Corruption Prevention Committee" said Ms Pitso.

The HRDC Finance and Audit Committee Chairperson, Mr. Otleabotsa Tsie assured stakeholders of HRDC's commitment to good corporate governance practices and non-tolerance for unethical practices. The existence of the Fraud and Whistle Blowing Policies which are aligned to best practice and the Anti - Corruption statutes of our Country, are testament to this.

Delivering her speech, the Deputy Director General - Policy, Directorate of Corruption and Economic Crime (DCEC), Ms Erica T. Ndlovu posited that "Corruption affects all countries regardless of their level of economic or social development. It undermines human development and severely impacts and derails progress

by diverting public resources to private interests, corruption counters basic interests and needs of soliciting. It negates natural efforts to eradication of poverty, human development and reduces access to services and diverts resources from investment in infrastructure, institutions, education, social services, trade and investment". In concluding her speech, Ms Ndlovu congratulated HRDC for taking a bold step in the right direction by launching the Ethics Hotline, which will enhance detection and deterrence of unethical conduct within the Council and the sector at large.

Giving a presentation on how the line works, Senior Manager, Deloitte, Mr. Brian Watts explained that the Ethics Hotline allows stakeholders who are aware of fraud or corruption to report it safely and confidentially. (state the process here) remember we had to cut so this fits in the newspaper editorial.

Giving the closing remarks, the Deputy Manager, Projects, Ministry of Education and Skills Development (MoESD), Mr. Kesiametswe Moleofhi expressed gratitude towards HRDC and its strategic partners for their commitment and efforts towards fighting corruption in Botswana, through the introduction of the Ethics Hotline. "This is the opportune time for strengthening our efforts towards fighting white collar crime. Research has shown that at a time of crisis, fraud is at its peak" Mr. Moleofhi concluded. State what he said in verbatim, ...If you see corruption and do not report corruption, you are corrupt.

The contact details for the Ethics Hotline are as follows:

Landline / Cellphone: 16136
Website: www.tip-offs.com
Freepost: P. O. Box 448, Gaborone, Botswana



REPORT UNETHICAL PRACTICES THROUGH HRDC ETHICS HOTLINE



Many time employees are faced with a dilemma of whether to report or not to report unethical behaviour, corrupt practices that they encounter in the work place due to various reasons including such as asking themselves of the benefits of reporting, trust issues surrounding the reporting channels and what type of unethical offenses to report.

Trust issues primarily are around fear of victimisation and retaliation should the organisation be aware of the reporter. This lack of reporting inadvertently leads to undetected and unresolved cases of wrong doing which may have a negative impact on the organisation and ultimately either directly or indirectly affect the employee. It also gives the perpetrator the confidence to continue with the vicious cycle of wrong doing.

In this regard, the Council took up an initiative to mitigate these risks or allay the types of fears mentioned above by introducing the HRDC Ethics Hotline, which has been launched internally and externally. This secure platform administered by an independent third party being Deloitte, provides for anonymity should the reporter wish to conceal their identity; the system is

globally available 362 days a year, 24 hours a day, seven (7) days a week for convenience and can be reached free of charge on any network. It is also a web - based solution through which anyone wishing to report may log on to a website and submit their report or alternatively send via post mail. All these features are synonymous with the Board's commitment through both the Council's Fraud and Whistle blowing policies of protecting the whistle blower and observing confidentiality process of reporting.

When determining whether to report or not, one needs to reflect on to the broad category within which the issue they wish to report fall into. These include; misuse of assets; conflict of interest; bribery and corruption; fraud; favouritism and misconduct; and breach of code. It is worth noting that that the Council has different policies and procedures for handling complaints and grievances which are not necessarily fraud related hence the need not to be reported through the ethics hotline.

As one of the key stakeholders, employees play a critical role of oversight, in assisting protection of value, sustainability of the organisation, through reporting unethical practices. One needs to understand that while they

may not have committed an unethical act, their failure to report such will impact on their credibility and integrity. To help in uprooting unethical practices, employees can report through this channel that does not compromise their freedom and right of anonymity. The reporting channel is not necessarily limited to reporting an individual committing an unethical act, but rather reporting the unethical act itself and what control or processes have been violated should be sufficient to institute an investigation.

Employees are encouraged to report any suspected unethical practices they are aware of. Independent Commission Against Corruption of South Australia, echoes, "Reporting corruption is not just an obligation, report it because it is the right thing to do and it is in all of our best interests, including yours".

The contacts are;

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Email: HRDC@tips-off.com

Website: www.tip.off.com.

Free post: P.O. Box 448, Gaborone Botswana



All issues reported will be investigated and feedback given on the platform.

HRDC SUCCESSFULLY HOSTS THE 2021 TVET PITSO



The Honourable Minister of Education & Skills Development Dr Douglas Letsholathebe presenting the key note address at the TVET Pitso. On his right is the sign language interpreter.

The contribution of Technical and Vocational Education and Training (TVET) to the development of the national economy particularly in the sectors of mining, construction, tourism and manufacturing has proven that opportunities for employment creation are abundant in the TVET system. The Human Resource Development Council (HRDC) has played a leading role by collaboratively working with various stakeholders to reposition and revitalise the country's TVET system.

HRDC in partnership with the National Technical Advisory Committee (NTAC) hosted a Technical and Vocational Education and Training (TVET) Pitso from 12th – 13th October 2021. The TVET Pitso is a platform that brings together critical stakeholders such as Education and Training Institutions, Professional Bodies, Regulatory Bodies, Employers and the Industry together to dialogue on policy matters relevant to the development of TVET as a viable avenue for skills development and employment creation. The TVET Pitso aims to create a platform to promote dialogue between key players in skills training and development with reference to Botswana's economic skills needs and growth. Skills training and development through TVET System is imperative in providing empowerment of citizens to curb

unemployment, poverty as well as ensuring prosperity for all.

The TVET Pitso is a biennial event, the 2021 edition was held under the theme, 'Transforming TVET for the Fourth Industrial Revolution (4IR)', with the intention to bring forth the requisite readiness necessary for survival in the 4th Industrial Revolution.

When welcoming participants to the Pitso, the then Acting Chief Executive Officer of the Human Resource Development Council (HRDC), Mr Meshack Tafa indicated that "TVET plays a key role in the achievement of the 2030 Agenda for Sustainable Development and that it is a powerful tool that provides for life skills acquisition, for youth and women economic empowerment, self-employment and industrialisation particularly in rural environment". Furthermore, Mr Tafa, underscored the need to produce work ready and or budding entrepreneurs with not only salable technical know-how but the much needed soft skills and a yearning to succeed.

Giving the key note address, the then Minister of Education, Honourable Dr. Douglas Letsholathebe reiterated that, The 21st Century has been a period of momentous changes in terms of political and socio-economic developments, with a

very definite impact on the societies. These changes and shifts in societies necessitate reforms or transformation of the educational systems to produce a graduate that is relevant to the demands of the world of work and the economy at large. This, therefore, calls for critical review and appraisal of the sector to inculcate 21st Century skills and more importantly, capacitate the TVET sub-sector in keeping it abreast with the dictates of the ever changing educational trajectory.

The then Minister of Employment, Labour and Skills Development, Honourable Mr Mpho Balopi, conferred an appreciation of the role played by UNESCO-UNEVOC in TVET. He thanked UNESCO-UNEVOC for its paramount role of focusing on contributing to the overarching UNESCO goals in TVET which includes assisting member states to improve and integrate TVET as part of global education for All Campaign. He pointed out that UNESCO has developed a TVET Strategy which has three priority areas, being Fostering youth employment and entrepreneurship; Promoting equity and gender equality and Facilitating the transition to green economies and sustainable societies.

Giving the closing remarks, the Permanent Secretary for the then Ministry of Employment, Labour Productivity and Skills Development, Mr Gaeimelwe Goitseman recommended that hundred (100) young people should be invited in the next TVET Pitso and should be offered an opportunity to partner with business entities. He explained that TVET Pitso must provide hope to young people and must clearly indicate that all key stakeholders within the sub-sector understands the plight of the youth and will collectively address the identified challenges. Mr Goitseman stated that, "Recent statistics on unemployment, point to troubling levels of unemployment of young people, particularly in our country". He said that TVET Pitso must facilitate the development of viable and impactful programmes that will curb youth unemployment, hence, it is imperative to create innovative partnerships to advance national goals.

HRDC INDUCTS STAKEHOLDERS ON FRAUD

The Human Resource Development Council (HRDC) hosted a two - day workshop under the theme, 'Fraud Awareness - Moving Towards Sustainable Funding'. The virtual workshops held from the 2nd - 3rd November 2021 targeted Levy Payers as well as Special Groups

This process should start with the development of work skills plans for a training that is well structured and positioned to close the skills needs not only in the specific workplace but also in that particular industry as a whole.

Workshops have been held in the past to address requirements of the Fund.

will improve fund utilisation. Other developments include the procuring of a management information system that will automate all processes including promoting and funding of workplace learning. The system will give clients a one-stop-shop from submission of work skills plans until payment of claims in a more effective and timely manner.



who claim from the Human Resource Development (HRD) Fund. The purpose of the workshop was to sensitise Stakeholders on Fraud. The workshop was conducted in collaboration with Local Enterprise Authority (LEA).

Presenting the welcome remarks at the virtual workshop, the Director of Funding, HRDC, Mr Mothusi Masole highlighted that, HRDC as administrators of the HRD Fund, is faced with a number of challenges and as such fraud remains a thorny issue usually affecting our processes as we are often compelled to institute investigations and attend to litigations which therefore inhibits HRDC from productively discharging its administrative duties. Some scholars define fraud as the unlawful and intentional misrepresentation with intent to deceive by causing actual or potential prejudice to another."

This, therefore, calls for concerted efforts to perform roles truthfully and diligently so all conserve stakeholders move towards building a work force that is globally competitive. HRDC is mandated to plan and fund tertiary education and workplace learning.

HRDC advocates for the acquisition of industry relevant skills particularly owing to the ever changing business environment. This noble intention may not be realised if fraud is not

“HRDC through investigations, has recorded a concerning number of eight (8) cases of alleged fraud cases between 2020-2021. One of the cases was up to the tune of P2.458m. In some cases, levy payers connive with ETPs to defraud the HRD Fund. Fraud is evidenced through falsified documents, such as wrong certificates, false attendance registers, false invoices forged signatures, submission of untrained people or non-employees, done in order to claim for higher amounts. Within these, schemes, use of sensitive personal data without consent of data owners as it is done in order to meet the HRD Fund requirements.”

addressed timeously as it challenges the sustainability of the HRD Fund. The primary focus of the HRD Fund is to support human capital development to ensure Botswana's workforce is globally competitive.

To ensure that the HRD Fund is accessible and inclusive, HRDC is currently reviewing the HRDC Act of 2013 as well as other legislative instruments. These enhancements

It is important to indicate that when a levy payer is found guilty of fraud, action will be taken in line with the Human Resource Development (HRD) Fund Regulations and the HRDC Act provisions. HRDC has the duty to take all the steps necessary to prevent

fraud regardless of the perpetrator. In conclusion, Levy payers were encouraged to take full responsibility of the authenticity of their applications for reimbursement or risk prosecution for all fraudulent claims submitted to HRDC. It was emphasised that all stakeholders should be truthful or honest so that the Fund is preserved and that together we build the desired human capital for the industry and the country.

HRDC ENGAGES EDUCATION TRAINING PROVIDERS (ETPs) ON HUMAN RESOURCE DEVELOPMENT (HRD) FUND SERVICES

Education and Training Providers (ETPs) are a critical stakeholder to the Human Resource Development Council (HRDC), hence on the 24th June, 2022, HRDC engaged them virtually through a workshop. The overall objective of the workshop was to educate ETPs about HRDC services with emphasis on Human Resource Development (HRD) Fund and to also to sensitise ETPs about HRDC's expectations with regards to the training service they provide to Levy and Non-Levy payers to ensure compliance to Fund requirements. This was in line with the HRDC Act No. 17 of 2013, Section 4 (2) which mandates HRDC among others to provide advice on management, planning and financing with specific reference to; reimbursing employers who incurred training costs for apprentices or trainees.

Giving the welcome remarks during the workshop, the then Acting (Ag) Chief Executive Officer (CEO) of HRDC, Mr. Meshack Tafa opined that Botswana's key mission as we transition the Country to a knowledge based economy is to develop a globally competitive human resource. He emphasised that, to achieve this, we firstly need to address the knowledge and skills gap that currently exist within our Country's Human Capital Development landscape. "In this regard, ETPs play a pivotal role in shaping the direction of the country through the necessary work of training and skills development", Mr. Tafa remarked. The then Ag. CEO further pronounced that ETPs play a pivotal role in shaping the direction of the country through the necessary work of training and skills development, therefore, there is a need to share ideas that can iron out issues affecting expected performance and advance partnership further.

In concluding his remarks, Mr Tafa informed the participants that HRDC has fully implemented the process of Recognition of Non-Credit Bearing Short Courses (NCBSC), a function which originally was carried out by Botswana Qualification Authority (BQA). "Our aim is to simplify and streamline the function such that it serves you efficiently and effectively. You are also involved in assisting companies in development of their annual work skills plans and I implore you to listen carefully and contribute your ideas as the Department of Human Resource Development Planning (HRDP)-Supply leads the discussion," Mr. Tafa explained further.

Giving her presentation, the then Acting Director of Human Resource Development Planning (HRDP) – Supply, Ms Marianyana Selelo, informed the participants about Workplace Learning functions which entail: Work-Skills Plans; Pre-Approval Process; as well as requirements of pre-approval and observations. Ms Selelo also informed the ETPs about the NCBSC, noting that the Ministry of Education and Skills Development made a decision to transfer the quality assurance function of NCBSC from BQA to HRDC in December 2020 which was to be effected on 1st April 2021. She informed the workshop that the purpose of the NCBSCs are to address the operational skills gaps in the industry

and to respond to the new skills needs of the economy. Through her presentation, the ETPs had an opportunity to appreciate the NCBSCs with regards to their background, templates, recognition criteria and requirements, schedule of fees and withdrawal of recognition.

Presenting on the Human Resource Development Planning (Demand) function, the Director of HRDP – Demand, at HRDC, Dr. Fernando Siamisang emphasised that there is need to re-focus our HRD Planning methods to ensure they produce plans relevant to the Socio-Economic and Technology changes which are driving strategic direction of many economies around the world. Dr Siamisang explained areas where change is required to drive towards this strategic intent. In the area of transformation of the Education and Training space, change is required with regards to; setting up strong foundation for Science, Technology, Engineering

for transition from knowledge creation and skills development to job creation.

The Director of Funding, at HRDC, Mr. Mothusi Masole gave an overview of the Human Resource Development (HRD) Fund, noting that it is a training fund that has been established to advance Botswana's skills development. "It is operated through a levy grant system where companies pay a levy into the HRD Fund and are reimbursed costs that they incurred training their employees. It aims at increasing the quality of work based training" Mr Masole explained. Through presentation, the ETPs had an opportunity to appreciate their role in the process of claiming from the HRD Fund. Mr Masole outlined some of the challenges encountered by the HRD Fund in view of the ETPs, those amongst many including: submission of questionable documents; providing levy payers with misleading information in order to get business resulting in rejection of claims due to non-



and Mathematics (STEM) at Primary and Secondary Schools; integration of Technology into the Arts without compromising our Indigenous Knowledge (technology improves growth and efficiency); improve Information and Communication Technology (ICT) infrastructure in Schools and other Educational Facilities in Primary and Secondary Schools; and investment in up-skilling of Teachers and Trainers.

Further, with regards to Research and Development, Dr Siamisang emphasised that there is need to: strengthen research and ICT at primary and secondary schools and they be used as enablers across the curriculum; improve research infrastructure and facilities at Universities and Research Institutions; increase national research budgets (Universities & Research Institutions and for other Researchers); development of specialised skills for researchers; as well as increase in research commercialisation and research outputs and products proving solutions to challenges in the Industry. Pertaining to Job Creation, Dr. Siamisang advised that the new Ministry of Entrepreneurship should coordinate and facilitate a conducive environment

compliance; colluding with companies to claim for training that never took place; Training on certain programme modules when the programmes are not modularised at BQA.

Reflecting on the proposed measures/solutions to mitigate these challenges, Mr Masole noted some which entail: consideration of blacklisting ETPs who do not comply with the requirements of their accreditation/recognition status; consideration to cause ETPs to register for inclusion on a database where they would also publish fees for public consumption (transparency); consideration to introduce cost ceilings for certain courses; and procurement of new HRDF system (e-HRDF) that will allow HRD Fund clients to submit applications online (claims as well as NCBSCs).

In conclusion, Mr Masole reminded the ETPs that they are working within a regulated environment where quality is key. "You are therefore challenged to deliver quality and relevant skills aimed at advancing the education and training industry. Let us all play a role towards ensuring our Botswana achieves its knowledge based economy status" he concluded.

HRDC SIGNS MoU WITH PEO YARONA (Pty) LTD

The Human Resource Development Council (HRDC) has signed a Memorandum of Understanding (MoU) with Peo Yarona (Pty) LTD, an Information Communications and Technology (ICT) solutions company, on the 17th August 2022. The MoU signing demonstrates collective efforts by Peo Yarona and HRDC geared towards transforming and positioning Botswana as a regional and international front

Resource Development Plans. Implementation of these plans contribute to the main enablers for a country, to produce skilled workforce that will drive the transition towards a knowledge society and knowledge economy.” The then Acting Chief Executive Officer further indicated that the initiative resonates well with Vision 2036, National Development Plan II as well as Digitalisation Priority

Yarona (Pty) LTD will provide training on IDCA International Data Centre Authority (IDCA) Accreditation for the first 100 unemployed ICT and Electrical Engineering Graduates with relevant Bachelor’s Degree qualification in Computer Engineering or Electrical & Electronics Engineering placed in the IDCA Programme. The Company will further endeavour to place all the IDCA trained unemployed graduates



HRDC BOARD ACTING CEO: Acting Chief Executive Officer, Mr Meshack Tafa celebrating the signing of the MoU with

runner on issues of National Human Resources including upskilling and retooling of ICT unemployed graduates.

Giving the welcome remarks, the Acting Chief Executive Officer, Mr Meshack Tafa remarked, “The project is envisaged to equip Graduates with the required experience and as such, improve their chances of employment”. He further stated that it is a milestone in the implementation of the National Human Resource Development Strategy and Human

in the RESET Agenda.

The CEO of Peo Yarona (PTY) Ltd Ms Wapa Ellery Chilume opined, “The Global Community speaks of the Fourth Industrial Revolution (4IR) which emphasises on the use of technology as the catalyst for efficiency and economic growth, necessitating the need for acquisition of relevant ICT skills”. She indicated that growing unemployment rates are a concern in our country.

Ms Chilume indicated that, Peo

under Peo Yarona/ IDCA partnership project in various data centres locally, regionally and around the world.

The Director of Human Resource Development Planning (HRDP)-Demand, Dr Fernando Siamisang concluded, “This partnership is not just a signing event but an effort by HRDC and Peo Yarona (Pty) LTD to make an impact in developing the ICT as well as addressing some of the challenges experienced by the youth in the country.”

UNESCO/UNEVOC ORGANISES THE BILT IN FORUM LEARNING VIRTUAL FORUM

The United Nations Educational, Scientific and Cultural Organisation (UNESCO) - International Centre for Technical and Vocational Education and Training (UNEVOC) organised the Bridging Innovation and Learning (BILT) in Technical and Vocational Education and Training (TVET) Learning Forum under the theme "New Qualifications and Competencies: building the future of TVET".

This virtual event was held on the 7th – 9th December, 2021, and was co-hosted by Africa – The Human Resource Development Council of the Republic of Botswana, UNEVOC Centers from Europe - Centre for Studies and Research on Qualifications in France and Asia - Human Resources Development Service of Korea and the Pacific. The BILT project supports TVET stakeholders in their bid to address current challenges in TVET systems, which arise due to technological, social, environmental, and workplace changes. BILT leverages the existing mechanism of the UNEVOC network to offer opportunities for collaboration and peer learning between Europe, Africa, Asia and the Pacific. The project complements national developments to explore and support innovative, market-oriented and attractive modes of learning and models of cooperation in TVET.

Through its activities, the BILT project puts UNESCO's TVET Strategy into practice, particularly by supporting two of its cross-cutting intervention areas; skills anticipation and assessment as well as skills and qualifications recognition within and across borders. The activities of the BILT project are organised with the aim to bring together TVET stakeholders from different regions, generating knowledge through publications and other media platforms and supporting implementation through capacity development.

The Republic of Botswana is a member of the Bridging Innovation and Learning in TVET (BILT) Project Advisory Committee. The project aims to align Technical and Vocational Education and Training (TVET) to contemporary needs by developing capacity for future skills thus making TVET responsive to

Transition to the use of renewable energy and Stakeholder collaboration especially TVET Institutions and the Industry.

In this regard, TVET plays a critical role in the development of such competencies. On Digital Innovation Cycle, it was noted that the workplace



the global socio-economic challenges. The main priority being to achieve new qualifications and competencies for the future. The development of TVET is positioned as top priority in the National Human Resource Development Strategy (2009-2022) of the Republic of Botswana as it has proven to be a viable option to support the country's transformation from a resource driven to a knowledge based economy. Implementation of this strategy will to a large extent enable the country to achieve the ideals of UNESCO's Education 2030 Framework. Among many topics discussed during the Forum addressed issues such as; TVET responsiveness to green economies,

is becoming increasingly digitalised and it was imperative for TVET to develop digital competencies that are responsive to future labour market demands.



BOTSWANA - UNITED NATIONS HOSTS VIRTUAL JOB OPPORTUNITIES SEMINAR

The Permanent Mission of Botswana to the United Nations virtually co-hosted a United Nations Jobs Seminar for fresh tertiary graduates and senior professionals. The Botswana - United Nations Jobs Seminar was held from the 4th – 7th October 2021. The theme of the virtual seminar was, 'Creating Awareness for Decent, Quality and Sustainable Employment Opportunities for Botswana in the United Nations System'.

The main objective of the virtual seminar was to raise participant's awareness on employment opportunities available in the United Nations system as well as to impact knowledge on the organisation's job application process and recruitment requirements. Participants also had the opportunity to acquaint themselves with standardised written applications; competency-based interviews, assessment styles, United Nations Personal History Profile (PHP) and the Inspira portal. The seminar attracted about 2146 fresh graduates and senior professionals drawn from the Labour Market Observatory (LMO) Jobseekers Database.

The seminar was a collaborative effort between the Ministry of International Affairs

and Cooperation (MIAC), the then Ministry of Employment, Labour Productivity & Skills Development (MELSD), the Human Resource Development Council (HRDC) and the United Nations Office of Human Resources.

The following speakers gave remarks and presentations that sought to advance the objectives of the seminar; Ambassador Collen V. Kelapile, Permanent Representative of Botswana to the United Nations, Permanent Secretary Mr Gaeimelwe Goitsewang of the Ministry of Employment, Labour Productivity and Skills Development (MELSD); Deputy Permanent Secretary, Ambassador Molefe of the Ministry of International Affairs and Cooperation and Mr Meshack Tafa, the then Acting Chief Executive Officer (CEO) of the Botswana Human Resource Development (HRDC).

This annual Seminar is part of the Ministry of International and Cooperation's (MIAC)'s efforts of facilitating Botswana to secure job opportunities in the international system in accordance with His Excellency, The President of the Republic of Botswana, Dr Mokgweetsi Eric Keabatswe Masisi's vision and MIAC of contributing to Botswana's Vision 2036.



United Nations

WORKPLACE LEARNING UNIT CAPACITY BUILDING WORKSHOPS

The Human Resource Development Council (HRDC) recently conducted Capacity Building workshops targeting Workplaces/Levy Payers and Small and Medium and Micro Enterprises owned by Youth in Botswana. The workshops were held in the following areas; Jwaneng and Palapye on the 8th August 2022, Ghanzi and Francistown on the 9th August 2022 and Maun and Kasane on the 11th August 2022.

The workshops were facilitated by the Non-Credit Bearing Short Courses (NCBSC) Unit, Department of Funding, Student Welfare and Support and Workplace Learning. The Ministry of Youth, Sports and Culture invited the Youth in the respective areas.

Presenting the welcome remarks at the Francistown workshop, Manager Workplace Learning, Ms Doreen Kokorwe elaborated that the Department of Human Resource Development Planning (HRDP)-Supply is tasked with supporting and coordinating skills training, learning and development in workplaces that contribute words the Human Resource Development (HRD) Fund. The Unit further facilitates workplaces to develop work skills training plans in an effort to direct learning and development in line with industry skills needs.

Participants were also educated on the following; the purpose of the HRD Fund and its utilisation, the concept of work skills Training Plans and Product Related Training, Development of Work Skills Training Plans, Pre-approvals and reimbursement claims, Non - Credit Bearing Short Courses (NCBSC's) as well as other issues the workplaces/levy payers wanted clarity on.

At the Ghanzi workshop Acting Manager - Non - Credit Bearing Short Courses (NCBSC) Mr Modiri Mogopa gave a background on the transfer of the function from Botswana Qualifications Authority (BQA) to HRDC, the process of submission of courses for recognition, procedures of compliance, assessment and vetting as well as challenges and successes relating to the process of approving NCBSC.

In conclusion, the workshop participants appreciated the presentations as well as the fruitful discussions that have contributed to their knowledge about HRDC. They also indicated they look forward to future engagements.



WE ARE BACK

TAKE YOUR CAREER ON THE
RIGHT DIRECTION

HRDC invites all prospective students,
potential exhibitors and sponsors to
participate in the upcoming fair.

📍 Francistown: 2nd – 3rd March 2023

📍 Maun: 7th – 8th March 2023

📍 Gaborone: 20th – 23rd March 2023

For information on stall bookings and others enquiries,
please contact:

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HUMAN
RESOURCE
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COUNCIL
of BOTSWANA

OUR PEOPLE • OUR FUTURE

IMPORTANCE OF SKILLS DEVELOPMENT IN THE WORKPLACE

Employee training and development programmes are essential to the success of businesses worldwide. Not only do these programmes offer opportunities for employees to improve their skills, but also for employers to enhance employee productivity and improve organisational culture. It is no surprise that employees who get regular opportunities to learn, develop, and advance are more likely to stay with an organisation. Employee development is the continuous effort to strengthen work performance through approaches like; coaching, training sessions, and leadership mentoring. In other words, it is a process of improving employees' existing competencies and skills while developing new skills to support the organisation's goals. When done right, even though employee development requires investment (time, effort and financing) from

an organisation, those investments will more than pay off over the longer-term.

Therefore, a skills development plan is a must-have for any organisation looking to help its employees maximise their potential. After all, the success of any organisation is based on the abilities of its employees. By helping them to grow, the organisation is also investing in its future. However, it may not always be obvious how best to go about developing employees' skills. Some methods of employee development occur on the job, with the manager or an experienced co-worker leading the development activity in the context of the actual work environment. Other development occurs at training facilities or other locations. Some methods to develop employees include the following:

Coaching

Coaching involves a more experienced or skilled individual providing an employee with advice and guidance intended to help him or her gain new skills, improve performance and enhance the quality of his or her career and that is usually accomplished one-on-one over a period of time.

Mentoring

Mentoring matches less experienced employees with more experienced colleagues through formal or informal programmes. Formal mentoring programmes can reduce turnover, enhance recruitment, and improve performance and the work environment.

Job shadowing

Job shadowing requires more than just having an employee follow a colleague around all day. Shadowers view the organisation from a different perspective and learn first-hand about the challenges facing workers in other departments. This perspective helps employees realise the impact their decisions have on other groups.

Job rotation

Job rotation is the systematic movement of employees from job to job within an organisation. Rotation programmes may vary in size and formality. Though larger employers are more likely to invest in a formalised job rotation programme, organisations of all sizes might consider implementing a job rotation programme customised assignments to promising employees to give them a view of the entire business where assignments usually run for a year or more.

Ultimately, skills development in the workplace is important because individuals in an organisation form its vital resource and must be valued, nurtured and retained. Employees are the most valuable assets and the backbone of an organisation. Every employee in his/her own way contributes towards the success or failure of an organisation. Without employees in an organisation, even the most powerful machinery with the latest technology would not function.

In the case of Botswana, the Human Resource Development Council (HRDC) is mandated to provide advise on management of Work-Place Learning with specific reference to Apprenticeship, Internship and Work-Place learnership.

Article has an abrupt ending and not clearly linking the article with HRDC.





CEO, COUNCIL OF HIGHER EDUCATION: Dr Litsabako Ntoi with a colleague and Director HRDC - Demand Dr Fernando Siamisang during a courtesy call to HRDC



GROUP PHOTO: HRDC, Botho University and CHE Lesotho during the courtesy call



HRDC STAFF: Doing their warm up sessions at the team building session



MANAGER STRATEGY: Dr Matthews Phiri presenting on the organisations strategy during the team building session



TEAM: Integrity at the Team Building Session



TEAM: Accountability at the Team Building Session



TEAM: Team Work at the Team Building Session



TEAM: Effective Communication at the Team Building Session



TEAM: Excellence at the Team Building Session



TEAM: Innovation at the Team Building Session

WALKING CAN BE DONE TO KEEP HEALTHY AND FIT

Walking is a great way to improve or maintain overall good health. Thirty (30) minutes walking every day can increase cardiovascular fitness, strengthen bones, reduce excess body fat, and boost muscle power and endurance. It can also reduce risk of developing conditions such as heart disease, diabetes, and some cancers.

limited to strolling by yourself around local neighbourhood streets. There are various clubs, venues and strategies one can use to make walking an enjoyable and social part of their lifestyle.

To realise full benefits of walking, one has to make it part of their routine. For example, one has to try to walk at the same time each day. Note that,

you will then be able to walk a longer distance and use more energy.

Note that walking fast burns more kilojoules per hour than walking slowly, but this doesn't mean that one has to push themselves until they run out of breath or become breathless. Instead, it is wise for one to pace themselves during walking exercises to allow them room to still engage in conversations during training. This means that they walk safely within their target heart rate, which brings about health gains. As one embarks on this journey, the body tends to get used to physical activity, so one can continue to increase their intensity as they will improve their fitness levels.

Walking is a low-cost and effective form of exercise. However, the wrong type of shoe or walking action can cause foot or shin pain, blisters and injuries to

“Walking fast burns more kilojoules per hour than walking slowly”

soft tissue. It is therefore advised that one wears comfortable shoes with appropriate sports soles. They are also encouraged to take it light, easy steps and ensure their heel touches down before their toes. Whenever possible, it is advised to walk on grass rather than concrete to help absorb the impact.



Unlike some other forms of exercise, walking is free and doesn't require any special equipment or training.

Physical activity does not have to be vigorous or done for long periods in order to improve one's health. Walking is low impact, requires minimal equipment and can be done at any time of day and can be performed at own pace. One can get out and walk without worrying about the risks associated with some more vigorous forms of exercise. Walking is also a great form of physical activity for people who are overweight, elderly, or who have not exercised in a long time. Walking for fun and fitness is not

one use's the same amount of energy, no matter what time of day they walk, so it is imperative to do what is most convenient for them. One may find that asking another person to walk with them may be helpful as it makes walking a regular activity. Some people find that keeping an activity diary or log also makes it easier and fun. For most people, there is little difference in the amount of energy used by walking a kilometre or running a kilometre – it is just that walking takes longer. Therefore, plan to cover a set distance each day and monitor how long it takes to walk that distance. As your fitness improves,

Just like embarking on any physical activity, it is highly advisable to start with warm ups, brisk walking and cool down after walking. The best way to warm up is to walk slowly. Start off each walk at a leisurely pace to give one's muscles time to warm up, and then pick up the speed. It is best to dress lightly when they do physical activity. Dressing too warmly can increase sweating and build up body temperature, which can make you uncomfortable during a walk or possibly cause skin irritations. A gradual cool-down will also prevent muscular stiffness and injury.

NEW STAFF APPOINTMENT PROFILE



**MR NATHANIEL
NTOBEDZI PULE**

Mr Nathaniel Ntobedzi Pule joined HRDC as an Intern in May 2022, within the Department of Human Resource Development Planning (Supply) under the Non-Credit Bearing Short Courses (NCBSC) Unit. He is a University of Botswana (UB) graduate with a Bachelor of Science in Computing with Finance.

His previous work experience was on attachment basis as an Information and Technology (IT) Technical Support Officer at the Administration of Justice, Gaborone High Court for three months from June – August 2021.

His key responsibilities within the Non-Credit Bearing Short Courses (NCBSC) Unit entail: receiving new NCBSC applications, checking them for completeness and registering them in the database; provide internal IT support to the NCBSC Unit, assisting clients with any enquiries pertaining to the NCBSC application process/ requirements and assist in the preparation of the NCBSC reports.

His hobbies include listening to music, playing football and other recreational games as well as watching movies. He hails from Mmankodi Village in the Kweneng District.



**MS NTOMBANA
MALANI**

Ms Ntombana Malani joined HRDC in May 2022 as an intern at the Office of the Chief Executive Officer, under the Board Secretary's Office. She possesses a Bachelor of Arts in Law and Public Administration as well as a Diploma in Court Administration from Ba ISAGO University, Francistown Campus.

She has previously worked as a Clerk of Court learner attaché at the Francistown High Court from July – December 2014, as an Invoice Clerk and Cashier at Choppies Superstores from July 2015 – October 2018. Prior to joining HRDC, she was an Attachee Clerk of Court with the Francistown Magistrate Court from July- December 2021.

Her current duties entail; providing administrative support for the HRDC Board (secretarial assistance, record keeping, assistance in arranging meetings, compilation of board packs etc.). Her hobbies include; volunteering in community development matters, listening to music, travelling and playing Netball Sport. She hails from Tsamaya village in the North East.



**MR PAKO TRINITY
TSHENOLO**

Mr Pako Trinity Tshenolo joined HRDC as an intern in May 2022 within the Department of Statistics Research Development and Innovation (DSRDI). He graduated from the University of Botswana (UB) with a Bachelor of Arts (Economics) in November 2021.

His key responsibilities are; providing support by co-writing research papers, assisting with data collection and analysis and assisting with policy advice as part of the Labour Market Observatory (LMO) Team.

His hobbies entail; listening to financial audiobooks, playing chess and foreign exchange market analysis. Mr Tshenolo hails from Serowe in the Central District.



**MS PATIENCE GAME
TABUDI**

Patience Game Tabudi joined HRDC February 2022 as an intern within the Department of Corporate Services under Supplies Unit. She holds a Bachelor's Degree in Logistics and Supply Chain Management from University of Botswana (UB).

She has previously worked as a Warehouse Admin Assistant at RTT Logistics from July 2019 to October 2020. Prior to that, she worked at Civil Aviation Authority of Botswana as Procurement Officer from June 2018 to December 2018.

Her current responsibilities include; planning and preparing for purchase of stock materials, receiving and issuing and internal supply of stock materials, managing inventory and maintaining accurate records, reviewing and replenishing of stock materials, annual asset stock - take and preparation of procurement reports.

Ms Tabudi's hobbies include reading, writing and travelling. She



**HUMAN
RESOURCE
DEVELOPMENT
COUNCIL**
of BOTSWANA

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OUR VISION

To transform Botswana into a Globally Competitive Human Resource Hub by 2036.



OUR MISSION

To drive the development of Botswana's Human Resource to achieve a Knowledge Based Economy through the provision of Policy Advice, Planning, Funding, Coordination and Effective Collaboration.



CORE VALUES

- ◆ Accountability
- ◆ Excellence
- ◆ Effective Communication
- ◆ Innovation
- ◆ Teamwork
- ◆ Integrity