



## **PRE – APPROVAL FOR TRAINING REQUIREMENTS**

### **i. OUTSOURCED TRAINING:**

- A Pre- Approval application form is to be submitted to HRDC with a clear justification on why the training should be undertaken.
- The request should clearly state the course title, course content, training costs, training location, accreditation evidence and the course duration.
- Pre-approval requests should reach HRDC **TEN** working days before the commencement of the envisaged training.
- **The programme must be accredited in the country of origin.**
- Provide Omang for all employees to be trained.

### **ii. PRODUCT RELATED TRAINING**

- The above should be accompanied by proof of acquisition of new product and or service.
- Provide evidence of compliance to contractual obligation as per Original Equipment Manufacturers (OEM) or Regulatory Body.
- A Pre- Approval application form is to be submitted to HRDC with a clear justification on why the training should be undertaken.
- The request should clearly state the course title, course content, training costs, training location, and course duration.
- Pre-approval requests should reach HRDC TEN working days before the commencement of the envisaged training.
- Provide Omang/Passports for all employees to be trained.

### **iii. TRAINING OF NON-CITIZEN EMPLOYEES**

- A Pre- Approval application form is to be submitted to HRDC with a clear justification on why the training should be undertaken.
- The request should clearly state the course title, course content, training costs, training location, accreditation evidence and the course duration.
- Pre-approval requests should reach HRDC TEN working days before the commencement of the envisaged training.
- The programme must be accredited in the country of origin.
- Provide Passports for all employees to be trained.

**NB:** Conferences, workshops, symposiums will not be approved for training.

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