

	APPLICATION FORM FOR RECOGNITION OF NON-CREDIT BEARING SHORT COURSES (NCBSCs)	Document No.	NCBSC 03
		Issue No.	Version 02
		Effective Date	01/09/2026

1. DETAILS OF THE EDUCATION AND TRAINING PROVIDER (ETP)

1.1 Name of ETP:			
1.2 Type of Education and Training Provider (ETP) <i>(Tick (✓) the appropriate box)</i>	Conventional	Workplace	Consultant
1.3 Accreditation Number:	1.4 Expiry date:		
1.5 Postal Address:	1.6 Physical Address:		
1.7 Email Address:	1.8 Tel. Number:		
1.9 Contact Person:	1.10 Designation:		

2. SHORT COURSE GENERAL INFORMATION

2.1 Title of Short Course:		
2.2 Short Course Status <i>(Tick (✓) the appropriate)</i>	New Application	Renewal Application
2.3 Field of Learning:		
2.4 Course Duration in Hours		

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3. COURSE RATIONALE AND PURPOSE

3.1 Rationale: The statement of the intended skills sets and factors that necessitated the development of this short course to address the identified skills needs with reference to key national strategies and policy documents such as National Development Plans, NHRD Plans, Labour Market Survey Reports or manpower needs reports, etc
3.2 Purpose: The purpose statement highlights key areas that constitute the scope of content to be covered with a clear expression of the course outcomes.

4.0 TARGET GROUP AND MODES OF DELIVERY

4.1 Target Group/Population clearly indicate access and equity principles provided for through recognition of professional work experience e.g. Designation, Minimum Academic Qualifications and Work Experience. 				
4.2 MODES OF DELIVERY ((Tick (✓) the appropriate boxes) Delivery modes must be consistent with the learning outcomes for the course.				
Fulltime (Contact)	Part-time (Contact)	Online	Blended/Hybrid	Other (Specify)

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5.0 COURSE STRUCTURE AND CONTENT: Maintain alignment between learning outcomes and topics. Action verbs used must be consistent with the expected nature and level of competencies required. Teaching and learning strategies and assessment strategies must be aligned to the stipulated learning outcomes and appropriate for development of the required competencies.

Course Title:			Duration:	
Module/Unit 1: (For Modularised Courses)			Duration:	
Learning Outcomes (LOs)				
1:				
2:				
3:				
LOS	Specific LOs/ Objectives	Content (Topics & Sub-Topics)	Teaching & Learning Strategies	Assessment Strategies
LO 1				
LO 2				
LO 3				

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6.0 CERTIFICATION

Type of Cert. to be issues (Attendance, Participation, Completion etc) Eligibility requirements to inform the Contents of the Certificate, i.e. What the Certificate should bear and Security features to be added. (NB: also indicate learning units or topics covered in the course for CPD monitoring purposes. **Attach sample certification.**

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6.0 DELIVERY SCHEDULE: Show logical progression of content/topics to be covered. Make adequate provision for Practical Activities (demonstrations, case studies, simulations etc. Notional learning hours for each module to match the nature of learning outcomes and content dealt with and meet minimum delivery period of eight (8) hours.

Title of Course/Module:		
Day	Unit/Topic	Notional Learning Hours

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8.0 RESOURCES (To be observed during validation or M&E visits)

8.1 Material Resources

- Facilities, equipment, and prescribed textbooks

8.2 Human Resources

- The targeted staff minimum qualifications and work experience of personnel suitable to facilitate delivery of the course(s).

8.3 SHE strategies

- Ensure that the facilities are safe and conducive to teaching and learning
- Evidence of provision for inspecting the training venue prior to training to allow time for rectification of hazards.
- Well-serviced firefighting equipment

9.0 THIRD PARTY ARRANGEMENT (Where applicable)

Provide evidence of contractual obligation, nature of collaboration, evidence of accreditation of third party in the country of origin, roles and responsibilities of each party in regard to delivery, assessment and certification.

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10.0 INFORMATION ON BENCHMARKS: For regional and international industry skills needs comparability purpose.

Introductory Statement:					
Benchmarks Used (Similar courses within SADC region and beyond, registered unit standards/part qualifications and occupational standards)					
Name of Provider or Custodian & Country)	Title of Programme (Course/Occupational/ Practice Standard)	Learning Outcome(s)	Topics	Facilitation/Learning strategies	Assessment strategies
Similarities and Differences Between the Proposed Course and the Benchmarks Used					

11.0 POST-TRAINING SUPPORT ACTIVITIES (*Where applicable*) Post-training learning implementation support and details of arrangements for provision of mentorship and coaching as appropriate.

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12.0 ANNEXURES AND SUPPORTING DOCUMENTS (Copies of Certificates Needs assessment report, learner activity packs, information on the facilitators for the course, etc.)

12.1 Attachments (List of those to be attached to the Application Form) i. Proof of Payment: a copy of Receipt from HRDC Accounts Unit issued after making payment. ii. Proof of Accreditation: Copy of ETP Accreditation or Recognition Letter from BQA. iii. Sample Certificate: a copy of Sample Certificate to be issued upon successful completion of the course.
12.2 Teaching & Learning Packs & Other Documents (List of documents to be Viewed during Validation and Support Visits, including trainers' CVs) and Training Manuals.

13.0 SHORT COURSES ENDORSEMENT (Where applicable)

Confirmation reports from Professional Bodies, Associations, Regulators or Clients on the relevancy of the Course to the labour market skills needs. Note that this is mainly applicable to courses that fall within regulated professions.

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14.0 DECLARATION

We the undersigned state that; ➤ The information contained in the application is, to the best of our knowledge, true and accurate. ➤ Our institution has capacity to cover its course delivery operations.		
Name of Management Representative	Surname:	Name:
	Signature:	Date:
Witness (Name of one member of Board of Governors or Management.	Surname:	Name:
	Signature:	Date:

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15.0 APPLICATION CHECKLIST

This application and its attachments have been checked and found to contains information in all of the following criteria (*Tick (✓) the appropriate boxes*):

Application Criteria	Included?	
	YES	NO
Proof of Payment (Attachment of HRDC Receipt)		
C1. DETAILS OF THE EDUCATION AND TRAINING PROVIDER (ETP): ETP Name, Accreditation details and status, Details of Contact Person (Attached copy of Accreditation Certificate)		
C2. SHORT COURSE GENERAL INFORMATION: (Provided Course Title, Course status, Field of Learning and Course Duration)		
C3. COURSE RATIONALE AND PURPOSE: Rationale: The statement of the intended skills sets and factors that necessitated the development of this short course to address the identified skills needs. Purpose: The purpose statement highlights key areas that constitute the scope of content to be covered with a clear expression of the course outcomes		
C4. TARGET POPULATION and MODES OF DELIVERY 4.1 Target Group: Provided evidence on access and equity principles provided for through recognition of professional work experience. 4.2 Modes of Delivery: Highlighted delivery mode(s) suitable for the course.		
C5. COURSE STRUCTURE AND CONTENT: Maintain alignment between learning outcomes and topics. Action verbs used must be consistent with the expected nature and level of competence (Desired domains). Appropriate assessment strategies to measure the extend at which learning outcome are attained.		
C6. CERTIFICATION: Eligibility requirements for the issuance of the Certificate including security feature. Type of Certificate; Attendance, Participation, Completion etc. (Attach sample certificate)		

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Application Criteria	Included?	
	YES	NO
C7. DELIVERY SCHEDULE: Showed logical progression of content/topics to be covered and adequate provision for Practical Activities (case studies, simulations etc). Minimum of 8hrs Notional learning hours for each course or module.,		
C8. RESOURCES: (List of facilities, equipment, prescribed textbooks and minimum staff qualifications & experience to facilitate delivery and assessment of the course. Relevant SHE strategies).		
C9. THIRD PARTY ARRANGEMENT: Evidence of contractual obligation, nature of collaboration, evidence of accreditation of third party in the country of origin, roles and responsibilities of each party in regard to delivery, assessment and certification.		
C10. INFORMATION ON BENCHMARKS: Used to show regional and international comparability.		
C11. POST-TRAINING ACTIVITIES AND LEARNING IMPLEMENTATION SUPPORT: Post-training implementation support details and arrangements for provision of mentorship and coaching as appropriate).		
C12. ANNEXURES AND SUPPORTING DOCUMENTS (Copies of Accreditation Certificates, Needs assessment report, learner activity packs, information on the facilitators for the course, etc.)		
C13. SHORT COURSE ENDORSEMENT: Letters of confirmation from Professional/Regulatory Bodies or clients that confirm that competencies from such courses are fit for purpose.		
Name: Signature: Date:		

NOTE:

- Application Forms to be submitted online to HRDC on ncbssc@hrdc.org.bw.
- All applications must be word-processed for legibility.