

**TVET ETPs and their learning programmes accredited / recognised by BQA ( in the new system) as at 20 August 2019**

Please note that learning programmes in this subsystem that were accredited by BQA (<http://www.bqa.org.bw/list-tvet-registered-and-accredited-etps-and-programmes-0>) are still valid for offer until 2 December 2020.

**LIST OF ACCREDITED PROGRAMS PER EDUCATION TRAINING PROVIDER**

**ETP0001**

Uniglobe Leadership Institute  
P. O. Box AE 392 AEH  
Gaborone

Learning Programme	Level	Type	Date Accredited
Conducting Disciplinary Hearing		Short course	08-Dec-2017
Corporate Governance		Short course	08-Dec-2017
Human Rights in a Security Environment		Short course	08-Dec-2017
Legal Aspects in Private Security Services		Short course	08-Dec-2017

**No of Learning Programmes: 4**

**ETP0002**

Spectrum Training Services Contact Details  
P. O. Box 4256  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Service Excellence		Short Course	07-Aug-2019

**No of Learning Programmes: 1**

**ETP0004**

Plant Instruments (PTY) Ltd Contact Details  
P.O. Box 21637  
Gaborone

Learning Programme	Level	Type	Date Accredited
Rigging and Hoisting Fundamentals		Short Course	03-Oct-2018
Overhead Crane Operation	Certificate	Short Course	10-Sep-2014
Working at Heights	Intermediate Certificate	Short Course	10-Sep-2014
Rigging and Hoisting Fundamentals		Short Course	13-Jun-2018
Aerial Lifts & Elevating Work Platforms	Certificate	Short Course	27-Apr-2016
Telescopic Materials Handler Safety Training	Certificate	Short Course	27-Apr-2016
Truck Mounted Boom Crane Safety Training	Certificate	Short Course	27-Apr-2016
Boiler Operation / Fire tube	Certificate	Short Course	28-May-2015
Boiler Operation/ Fire tube	Certificate	Short Course	28-May-2015
Forklift Training	Certificate	Short Course	28-May-2015
Forklift Training	Certificate	Short Course	28-May-2015
Mobile Crane Operation	Certificate	Short Course	28-May-2015
Mobile Crane Operation	Certificate	Short Course	28-May-2015

**No of Learning Programmes: 13**

**ETP0005**

VAS Group (Proprietary) Limited  
P. O. Box 383 AAD  
Gaborone

Learning Programme	Level	Type	Date Accredited
Information Security Essentials		Short Course	22-Jun-2018
Information Security Essentials		Short Course	24-Oct-2018

**No of Learning Programmes: 2**

**ETP0006**

Southwest Training Institute Contact Details  
P.O.Box 211253  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Service		Short Course	03-Sep-2018
Finance For Non Finance Managers		Short Course	03-Sep-2018
Performance Management		Short Course	03-Sep-2018
Supervisory Skills		Short Course	04-Sep-2018
Team Building		Short Course	04-Sep-2018
Credit Control and Debt Management	Certificate	Short Course	06-Oct-2014
Occupational Health and Safety	Certificate	Short Course	06-Oct-2014
Project Management	Certificate	Short Course	06-Oct-2014
Occupational Health and Safety		Short Course	07-Nov-2018
Employee Relations		Short Course	09-Nov-2018
Sales and Marketing	Certificate	Short Course	10-Jun-2013
Corporate Governance and Risk Management		Short Course	13-Aug-2018
Credit Control and Debt Management		Short Course	13-Aug-2018
Employee Relations	Certificate	Short Course	13-Feb-2014
Performance Management	Certificate	Short Course	13-Feb-2014
Corporate Governance and Risk Management	Certificate	Short Course	14-Mar-2016
Entrepreneurship Skills Development	Certificate	Short Course	14-Mar-2016
Finance For Non Financial Manager	Certificate	Short Course	14-Mar-2016
Change Management	Certificate	Short Course	16-Dec-2016
Supervisory Skills	Certificate	Short Course	17-Jul-2014
Customer Service	Certificate	Short Course	19-Dec-2016
Team Building	Certificate	Short Course	28-Jan-2014

**No of Learning Programmes: 22**

**ETP0007**

IT-IQ Botswana  
P.O. Box 40509  
Gaborone

Learning Programme	Level	Type	Date Accredited
20461-Querying Microsoft SQL Server 20461	Certificate	Short Course	02-Jun-2016
20462-Administering Microsoft SQL Server Database	Certificate	Short Course	02-Jun-2016
Administering Windows Server 2013	Certificate	Short Course	02-Jun-2016
Configuring Advanced Windows	Certificate	Short Course	02-Jun-2016
Server 2012 Services			
Microsoft Powerpoint 2013	Certificate	Short Course	02-Jun-2016

Microsoft Word 2013 Intermediate	Intermediate Certificate	Short Course	02-Jun-2016
Microsoft Word	Foundation Certificate	Short Course	02-Jun-2016
Microsoft Project	Foundation Certificate	Short Course	02-Nov-2016
Microsoft Project	Intermediate Certificate	Short Course	02-Nov-2016
10982 Supporting and Troubleshooting Windows 10	Certificate	Short Course	08-Mar-2017
20697/1 Installing and Configuring Windows 10	Certificate	Short Course	08-Mar-2017
Business Communication	Certificate		08-Mar-2017
CBP Business Communication	Certificate	Short Course	08-Mar-2017
COMPTIA Security+	Certificate	Short Course	08-Mar-2017
Microsoft Excel	Certificate	Short Course	10-Jun-2013
Microsoft Word	Certificate	Short Course	10-Jun-2013
Microsoft Outlook	Foundation Certificate	Short Course	26-Mar-2014
Microsoft Outlook	Intermediate Certificate	Short Course	26-Mar-2014
Certified Business Professional	Certificate	Short Course	31-Mar-2014
Cisco Certified Network Associate (CCNA)	Certificate	Short Course	31-Mar-2014
CompTIA + (CP+)	Certificate	Short Course	31-Mar-2014
CompTIA A+ (CA+)	Certificate	Short Course	31-Mar-2014
CompTIA Network + (CN+)	Certificate	Short Course	31-Mar-2014
IC3	Certificate	Short Course	31-Mar-2014
ITIL	Certificate	Short Course	31-Mar-2014
Installing and Configuring Windows Server 2012	Certificate	Short Course	31-Mar-2014
Microsoft Certified Desktop Support Technician (MCDST)	Certificate	Short Course	31-Mar-2014
Microsoft Certified System Administrator (MCSA)	Certificate	Short Course	31-Mar-2014
Microsoft Certified Systems Engineer (MCSE)	Certificate	Short Course	31-Mar-2014
Microsoft Excel	Foundation Certificate	Short Course	31-Mar-2014
Microsoft Excel	Intermediate Certificate	Short Course	31-Mar-2014
Microsoft Office Specialist	Certificate	Short Course	31-Mar-2014
Microsoft Windows Networking Fundamentals	Certificate	Short Course	31-Mar-2014
Microsoft Windows Operating Systems Fundamentals	Certificate	Short Course	31-Mar-2014
Microsoft Windows Security Fundamentals	Certificate	Short Course	31-Mar-2014
Microsoft Windows Server Administration Fundamentals	Certificate	Short Course	31-Mar-2014

No of Learning Programmes: 36

#### ETP0008

Botswana Red Cross Society  
P.O.Box 485  
Gaborone

Learning Programme	Level	Type	Date Accredited
Advanced First Aid	Intermediate Certificate	Short Course	12-May-2013
Basic First Aid	Foundation Certificate	Short Course	12-May-2013

No of Learning Programmes: 2

#### ETP0009

MAC Training & Management Consultancy (Pty) Ltd  
P.O.BOX AD 34 ADC  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Fire Fighting Level 1		Short Course	
Excel Advanced		Short Course	
Excel for Beginners		Short Course	
Intermediate Excel		Short Course	
Occupational Health & Safety		Short Course	
Word Processing		Short Course	
Customer Service	Foundation Certificate	Short Course	14-Aug-2014
Employees Relations	Foundation Certificate	Short Course	14-Aug-2014
Finance for non Financial Managers	Foundation Certificate	Short Course	14-Aug-2014
Human Resource Management	Foundation Certificate	Short Course	14-Aug-2014
Leadership Management	Foundation Certificate	Short Course	14-Aug-2014
Operational Risk Management	Foundation Certificate	Short Course	14-Aug-2014
Performance Management	Foundation Certificate	Short Course	14-Aug-2014
Supervision and Management	Foundation Certificate	Short Course	14-Aug-2014
Taxation	Foundation Certificate	Short Course	14-Aug-2014
Team Building	Foundation Certificate	Short Course	14-Aug-2014
Time Management	Foundation Certificate	Short Course	14-Aug-2014
Customer Service	Foundation Certificate	Short Course	22-Nov-2018
Employee Workplace Wellness Awareness	Foundation Certificate	Short Course	29-Nov-2018
Team Building	Foundation Certificate	Short Course	29-Nov-2018

No of Learning Programmes: 20

#### ETP0010

Institute For Labour and Employment Studies  
P/Bag 15  
Gaborone

Learning Programme	Level	Type	Date Accredited
Fundamentals of Employment Contract		Short Course	08-Oct-2018
HIV/AIDS Awareness in the workplace		Short Course	08-Oct-2018
History of Trade Unions		Short Course	08-Oct-2018
Introduction to Principles of Economics for Non Economists		Short Course	08-Oct-2018
Managing Conflict at the Workplace		Short Course	08-Oct-2018
Strike Management		Short Course	08-Oct-2018

No of Learning Programmes: 6

#### ETP0012

Compucom Training  
P.O. Box 203375  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Fire Fighting		Short Course	
Basic first aid		Short Course	
Customer Service 1		Short Course	
Enterprise Risk Management		Short Course	
Entrepreneurship		Short Course	
HIV/AIDS at the Workplace		Short Course	
Inventory Management and Control		Short Course	
Warehousing Management		Short Course	
Basic First Aid Treatment in the Workplace	Foundation Certificate	Short Course	01-Feb-2017
Control of Fraud in an Office Environment	Foundation Certificate	Short Course	01-Feb-2017

Crisis Management and Risk Management	Foundation Certificate	Short Course	01-Feb-2017
Effective Planning and Scheduling	Intermediate Certificate	Short Course	01-Feb-2017
Financial Planning	Intermediate Certificate	Short Course	01-Feb-2017
Financial Planning	Foundation Certificate	Short Course	01-Feb-2017
HIV/AIDS Awareness in the Workplace	Foundation Certificate	Short Course	01-Feb-2017
Managing Personal Finance	Foundation Certificate	Short Course	01-Feb-2017
Managing Pressure and Maintaining Balance at Work	Foundation Certificate	Short Course	01-Feb-2017
Team Building	Intermediate Certificate	Short Course	01-Feb-2017
Team Building	Foundation Certificate	Short Course	01-Feb-2017
Team Building	Intermediate Certificate	Short Course	02-Dec-2013
Effective Planning and Scheduling	Foundation Certificate	Short Course	02-Dec-2016
Employee Wellness		Short Course	05-Apr-2019
Occupational Health & Safety		Short Course	05-Apr-2019
Customer Service	Intermediate Certificate	Short Course	07-Dec-2015
Food Safety and Hygiene (FS)	Intermediate Certificate	Short Course	07-Dec-2015
Work Related Basic Calculations for all (BC)	Foundation Certificate	Short Course	07-Dec-2015
Display Promote and Sell Products	Foundation Certificate	Short Course	15-Feb-2017
Basic Accounts for all	Foundation Certificate	Short Course	17-Aug-2015
Computer Basics	Foundation Certificate	Short Course	17-Aug-2015
Confidence & Motivation	Foundation Certificate	Short Course	17-Aug-2015
Dealing with Conflicts & Complaints	Intermediate Certificate	Short Course	17-Aug-2015
Employee Essential Skills	Intermediate Certificate	Short Course	17-Aug-2015
Inventory Management & Control	Foundation Certificate	Short Course	17-Aug-2015
Leadership Skills	Intermediate Certificate	Short Course	17-Aug-2015
Personality Development	Intermediate Certificate	Short Course	17-Aug-2015
Strategies for Improving Concentration & Memory	Foundation Certificate	Short Course	17-Aug-2015
Stress Management	Intermediate Certificate	Short Course	17-Aug-2015
Successful Time Management	Intermediate Certificate	Short Course	17-Aug-2015
Merchandising	Certificate	Short Course	19-Mar-2015
Warehousing Service/Care	Certificate	Short Course	19-Mar-2015
Customer Service	Certificate	Short Course	22-Jan-2015
Microsoft Excel	Certificate	Short Course	22-Jan-2015
Microsoft Excel	Foundation Certificate	Short Course	22-Jan-2015
Microsoft Excel	Intermediate Certificate	Short Course	22-Jan-2015
Microsoft Word	Certificate	Short Course	22-Jan-2015
Microsoft Word	Foundation Certificate	Short Course	22-Jan-2015
Microsoft Word	Intermediate Certificate	Short Course	22-Jan-2015
Customer Service	Certificate	Short Course	26-Aug-2014

No of Learning Programmes: 49

#### ETP0013

BA ISAGO University  
Private Bag 146  
Gaborone

Learning Programme	Level	Type	Date Accredited
Database	Foundation Certificate	Short Course	02-Dec-2013
Entrepreneurship	Certificate	Full Award	02-Dec-2013
Law	Certificate	Full Award	02-Dec-2013
Spreadsheet	Foundation Certificate	Short Course	02-Dec-2013
Word Processing	Foundation Certificate	Short Course	02-Dec-2013
CCNA Routing and Switching	Certificate	Short Course	07-Dec-2016
IT Essentials	Certificate	Short Course	07-Dec-2016
Business Management	Certificate	Full Award	08-Apr-2015
Customary Law	Certificate	Full Award	10-Jun-2013
Human Resources Management	Certificate	Full Award	13-Dec-2013
Advocacy & Lobbying	Certificate	Short Course	21-Apr-2014
Assess Candidates Against Standards	Certificate	Short Course	21-Apr-2014
Basic Concepts of Information Technology	Foundation Certificate	Short Course	21-Apr-2014
Business Communications	Certificate	Short Course	21-Apr-2014
Business Management 2	Certificate	Short Course	21-Apr-2014
Business Plan Preparation	Certificate	Short Course	21-Apr-2014
Certificate in Vocational Education & Training	Certificate	Full Award	21-Apr-2014
Computer skills	Certificate	Short Course	21-Apr-2014
Court Administration	Certificate	Full Award	21-Apr-2014
Customer Service	Certificate	Short Course	21-Apr-2014
Demonstrate Time Management in the Workplace	Certificate	Short Course	21-Apr-2014
Determine Training Methods	Certificate	Short Course	21-Apr-2014
Employment Relations	Certificate	Short Course	21-Apr-2014
Evaluate Training Session	Certificate	Short Course	21-Apr-2014
Executive Management Development	Certificate	Short Course	21-Apr-2014
Facilitate a Training Session	Certificate	Short Course	21-Apr-2014
Finance for Non-Finance Managers	Certificate	Short Course	21-Apr-2014
Foundation Certificate for Deputy Sheriffs & Court Bailiffs	Foundation Certificate	Short Course	21-Apr-2014
Fundamental Management Development	Foundation Certificate	Short Course	21-Apr-2014
Information & Communication	Foundation Certificate	Short Course	21-Apr-2014
Intermediate Certificate for Deputy Sheriffs & Court Bailiffs	Intermediate Certificate	Full Award	21-Apr-2014
International Computer Driving Licence (ICDL)	Intermediate Certificate	Short Course	21-Apr-2014
Introduction to Building Technology	Certificate	Short Course	21-Apr-2014
Introduction to Property Economics and Finance	Certificate	Short Course	21-Apr-2014
Introduction to Property Law	Certificate	Short Course	21-Apr-2014
Introduction to Property Valuation	Certificate	Short Course	21-Apr-2014
Introduction to Vocational Education and Training	Foundation Certificate	Short Course	21-Apr-2014
Management Development	Intermediate Certificate	Short Course	21-Apr-2014
Monitoring & Evaluation	Certificate	Short Course	21-Apr-2014
Occupational Health & Safety	Certificate	Short Course	21-Apr-2014
Occupational Health and Safety	Certificate	Short Course	21-Apr-2014
Office Management	Foundation Certificate	Short Course	21-Apr-2014
Organisational Behaviour	Certificate	Short Course	21-Apr-2014
Performance Management Systems	Certificate	Short Course	21-Apr-2014
Plan for Facilitation of a Training Session	Certificate	Short Course	21-Apr-2014
Prepare Learning Resources	Certificate	Short Course	21-Apr-2014
Presentation(Powerpoint)	Foundation Certificate	Short Course	21-Apr-2014
Produce Assessment Instruments	Certificate	Short Course	21-Apr-2014
Project Management	Certificate	Short Course	21-Apr-2014
Project Planning	Certificate	Short Course	21-Apr-2014
Property Marketing	Certificate	Short Course	21-Apr-2014
Public Procurement and Supply Management	Intermediate Certificate	Short Course	21-Apr-2014

Real Estate	Certificate	Full Award	21-Apr-2014
Research Methods & SPSS	Certificate	Short Course	21-Apr-2014
Safety Management	Foundation Certificate	Short Course	21-Apr-2014
Small Business Management	Certificate	Short Course	21-Apr-2014
Small Medium Micro Enterprise Management	Foundation Certificate	Short Course	21-Apr-2014
Training & Development	Certificate	Short Course	21-Apr-2014
Using a Computer & Managing Files	Foundation Certificate	Short Course	21-Apr-2014
Communication Skills	Certificate	Short Course	27-Sep-2014

**No of Learning Programmes: 60**

**ETP0014**

Botho University  
P.O. Box 501564,  
Gaborone

Learning Programme	Level	Type	Date Accredited
Computer Hardware Maintenance & Networking	Certificate	Full Award	01-Feb-2016
Database Administration	Certificate	Full Award	01-Feb-2016
Electrical Installation & Maintenance	Certificate	Full Award	01-Feb-2016
Food & Beverage Operations	Certificate	Full Award	01-Feb-2016
Graphic Design & Animation	Certificate	Full Award	01-Feb-2016
Rooms Operations	Certificate	Full Award	01-Feb-2016
Business Management	Certificate	Full Award	03-Jun-2016
Accounting	Certificate	Full Award	03-Jun-2016
Certificate in Computer Hardware Maintenance	Certificate	Full Award	03-Jun-2016
Certificate in Electrical Technician	Certificate	Full Award	03-Jun-2016
Certificate in Health Informatics	Certificate	Full Award	03-Jun-2016
CISCO Certified Network	Foundation	Short Course	03-Jun-2016
Professional (CCNP)	Certificate	Short Course	
CISCO Certified Networking Associate (CCNA)	Intermediate Certificate	Short Course	03-Jun-2016
Certificate in Health and Monitoring	Certificate	Full Award	03-Jun-2016
Database Administration	Certificate	Short Course	03-Jun-2016
CCNA Security	Certificate	Short Course	05-Oct-2016
ISO 9001:2008 QMS Awareness	Foundation Certificate	Short Course	09-Dec-2013
ISO 9001:2008 QMS	Intermediate Certificate	Short Course	09-Dec-2013
ISO 9001:2008 Quality Management System Auditor Course	Certificate	Short Course	09-Dec-2013
Health Informatics	Certificate	Full Award	09-Mar-2016
HIV/AIDS Awareness	Intermediate Certificate	Short Course	15-Aug-2013
Health Information Management	Certificate	Full Award	15-Aug-2013
Managing Personal Finance	Foundation Certificate	Short Course	19-Dec-2013
Personal Finance Trainer	Certificate	Short Course	19-Dec-2013
XBRL Foundation	Intermediate Certificate	Short Course	19-Dec-2013
Health Monitoring and Evaluation	Certificate	Full Award	24-Feb-2016
Child Care	Certificate	Full Award	25-May-2016
Cisco Certified Network Associate Routing & Switching	Intermediate Certificate	Short Course	25-May-2016
Cisco Certified Network Professional	Intermediate Certificate	Short Course	25-May-2016
.Net	Certificate	Short Course	26-Jun-2013
Accounting	Certificate	Short Course	26-Jun-2013
Accounts Preparation	Certificate	Short Course	26-Jun-2013
Adapting to Workplace Team Effectiveness	Intermediate Certificate	Short Course	26-Jun-2013
Administering Database Design Using MS SQL Server	Certificate	Short Course	26-Jun-2013
Administering Microsoft SQL Server 2012 Database	Certificate	Short Course	26-Jun-2013
Administering Windows Server 2012	Certificate	Short Course	26-Jun-2013
Administering a Microsoft SQL Server 2012 Database	Certificate	Short Course	26-Jun-2013
Advanced Application in Lotus Notes	Certificate	Short Course	26-Jun-2013
Advanced Business Leadership	Certificate	Short Course	26-Jun-2013
Advanced Certificate in Association of Accounting Technicians	Certificate	Full Award	26-Jun-2013
Advanced Financial Modeling in Excel	Certificate	Short Course	26-Jun-2013
Advanced Metro Style App Development Using HTML5 & Javascript	Certificate	Short Course	26-Jun-2013
Advanced Multimedia Using Adobe Flash	Certificate	Short Course	26-Jun-2013
Advanced Programming Using Java	Certificate	Short Course	26-Jun-2013
Advanced Web Development Using Adobe Dreamweaver	Certificate	Short Course	26-Jun-2013
Advanced Windows Store App Development Using C#	Certificate	Short Course	26-Jun-2013
Advanced XML Programming	Certificate	Short Course	26-Jun-2013
Association of Accounting Technicians (ATT)	Certificate	Full Award	26-Jun-2013
Basic Accounting	Intermediate Certificate	Short Course	26-Jun-2013

Basic Application Development Using Lotus Notes	Intermediate Certificate	Short Course	26-Jun-2013
Basic Concepts of Information Technology	Foundation Certificate	Short Course	26-Jun-2013
Basic Costing	Intermediate Certificate	Short Course	26-Jun-2013
Basic XML Programming	Intermediate Certificate	Short Course	26-Jun-2013
Basics of Kaizen	Certificate	Short Course	26-Jun-2013
Business	Intermediate Certificate	Short Course	26-Jun-2013
Business Communication	Intermediate Certificate	Short Course	26-Jun-2013
Business Economics & Mathematics	Intermediate Certificate	Short Course	26-Jun-2013
Business English	Intermediate Certificate	Short Course	26-Jun-2013
Business Fundamentals	Intermediate Certificate	Short Course	26-Jun-2013
Business Kaleidoscope	Intermediate Certificate	Short Course	26-Jun-2013
Business Leadership	Intermediate Certificate	Short Course	26-Jun-2013
Business Processing Outsourcing	Certificate	Short Course	26-Jun-2013
Business Processing Outsourcing	Foundation Certificate	Short Course	26-Jun-2013
Business Processing Outsourcing	Intermediate Certificate	Short Course	26-Jun-2013
C++	Certificate	Short Course	26-Jun-2013
Captivating Presentation Skills	Certificate	Short Course	26-Jun-2013
Cash Management	Certificate	Short Course	26-Jun-2013
Certified Network Administrator	Certificate	Short Course	26-Jun-2013
Client/Server Architecture Concepts	Certificate	Short Course	26-Jun-2013
Communication & Study Skills	Certificate	Short Course	26-Jun-2013
CompTIA A+ Essentials	Certificate	Short Course	26-Jun-2013
CompTIA A+ Practical Application	Certificate	Short Course	26-Jun-2013
CompTIA CTT+ Classroom Trainer	Certificate	Short Course	26-Jun-2013
CompTIA CTT+ Essentials	Certificate	Short Course	26-Jun-2013
CompTIA CTT+ Virtual Classroom Trainer	Certificate	Short Course	26-Jun-2013
CompTIA Linux + Powered by LPI	Certificate	Short Course	26-Jun-2013
CompTIA Network+	Certificate	Short Course	26-Jun-2013
CompTIA Project +	Certificate	Short Course	26-Jun-2013
CompTIA Server+	Certificate	Short Course	26-Jun-2013
Comptia	Certificate	Short Course	26-Jun-2013
Comptia C++	Certificate	Short Course	26-Jun-2013
Computerised Accounting Sage Pastel	Intermediate Certificate	Short Course	26-Jun-2013
Computing	Certificate	Full Award	26-Jun-2013
Configuring & Deploying Private Cloud with Systems Center 2012	Certificate	Short Course	26-Jun-2013
Configuring & Implementing Linux on Networks	Certificate	Short Course	26-Jun-2013
Configuring Advanced Windows Server 2012 Services	Certificate	Short Course	26-Jun-2013
Consumer Behaviour	Intermediate Certificate	Short Course	26-Jun-2013
Corporate Governance	Certificate	Short Course	26-Jun-2013
Cost & Revenue	Certificate	Short Course	26-Jun-2013
Creating Web Pages Using HTML Programming	Certificate	Short Course	26-Jun-2013
Customer Care	Intermediate Certificate	Short Course	26-Jun-2013
Data Structures & Algorithms	Certificate	Short Course	26-Jun-2013
Database MS Access	Foundation Certificate	Short Course	26-Jun-2013
Designing & Implementing Server Infrastructure	Certificate	Short Course	26-Jun-2013
Desktop Skills for Business	Certificate	Short Course	26-Jun-2013
Developing ASP.NET 4.5 MVC Web Applications	Certificate	Short Course	26-Jun-2013
Developing Web Applications & Services in ASP.NET	Certificate	Short Course	26-Jun-2013
Developing Windows Applications Using .Net Programming	Certificate	Short Course	26-Jun-2013
Developing Windows Azure & Web Services	Certificate	Short Course	26-Jun-2013
Developing Windows Metro Style App Using HTML5 & Javascript	Certificate	Short Course	26-Jun-2013
Distribution Systems & Strategy	Intermediate Certificate	Short Course	26-Jun-2013
Effective Communication	Intermediate Certificate	Short Course	26-Jun-2013
Effective Sales Proposals	Intermediate Certificate	Short Course	26-Jun-2013
Essentials of Developing Windows Metro Style Apps Using HTML5 & JavaScript	Certificate	Short Course	26-Jun-2013
Essentials of Developing Windows Store Apps	Certificate	Short Course	26-Jun-2013
Exceptional Customer Services	Intermediate Certificate	Short Course	26-Jun-2013
Financial Management for Non Financial Executives	Certificate	Short Course	26-Jun-2013
Financial Modelling in Excel	Certificate	Short Course	26-Jun-2013
Fundamentals of Internet & Intranet	Intermediate Certificate	Short Course	26-Jun-2013
Fundamentals of Scripting Using Java Script	Certificate	Short Course	26-Jun-2013
Human Resource Management	Certificate	Short Course	26-Jun-2013
Hypnosis in Communication	Certificate	Short Course	26-Jun-2013
Implementing & Administering Linux	Certificate	Short Course	26-Jun-2013
Implementing & Supporting Internet Information Server	Certificate	Short Course	26-Jun-2013
Implementing Data Warehouse with Microsoft SQL Server 2012	Certificate	Short Course	26-Jun-2013
Implementing Data Warehouses with Microsoft SQL Server 2012	Certificate	Short Course	26-Jun-2013
Implementing Database Design Using MS SQL Server	Certificate	Short Course	26-Jun-2013
Implementing Desktop Applications Environment	Certificate	Short Course	26-Jun-2013
Implementing Desktop Infrastructure	Certificate	Short Course	26-Jun-2013
Implementing an Advanced Server Infrastructure	Certificate	Short Course	26-Jun-2013
Indirect Tax	Certificate	Short Course	26-Jun-2013
Influence & Persuasion in Communication	Certificate	Short Course	26-Jun-2013
Information & Communication	Foundation Certificate	Short Course	26-Jun-2013
Installing & Configuring Windows Server 2012	Certificate	Short Course	26-Jun-2013
International Computer Driving License (ICDL)	Foundation Certificate	Short Course	26-Jun-2013
International Financial Reporting Standards (IFRS)	Certificate	Short Course	26-Jun-2013
Internet Concepts	Certificate	Short Course	26-Jun-2013
Introduction to Inspirational Communication	Intermediate Certificate	Short Course	26-Jun-2013
Introduction to Oracle 9i SQL	Certificate	Short Course	26-Jun-2013
J2EE Technology	Certificate	Short Course	26-Jun-2013
Java	Certificate	Short Course	26-Jun-2013
Key Account Management Strategy	Intermediate Certificate	Short Course	26-Jun-2013
Know Your Computer	Intermediate Certificate	Short Course	26-Jun-2013
Lean Overview	Certificate	Short Course	26-Jun-2013
Linux	Certificate	Short Course	26-Jun-2013
Linux Technology	Certificate	Short Course	26-Jun-2013
Lotus Notes	Certificate	Short Course	26-Jun-2013
Lotus Notes For End Users	Intermediate Certificate	Short Course	26-Jun-2013
Lotus Notes For Power Users	Certificate	Short Course	26-Jun-2013
MCSE Desktop Infrastructure	Certificate	Short Course	26-Jun-2013
MS SQL Server	Certificate	Short Course	26-Jun-2013
Macromedia Flash	Certificate	Short Course	26-Jun-2013
Management Information System	Intermediate Certificate	Short Course	26-Jun-2013
Managing Projects with Microsoft Project	Certificate	Short Course	26-Jun-2013
Marketing Services	Intermediate Certificate	Short Course	26-Jun-2013
Marketing of Services & Creating Service Strategy	Intermediate Certificate	Short Course	26-Jun-2013

Markup Languages	Certificate	Short Course	26-Jun-2013
Microsoft PowerPoint Expert	Certificate	Short Course	26-Jun-2013
Microsoft Access	Certificate	Short Course	26-Jun-2013
Microsoft Certified Solution Developer (MCSD) Win Apps Using C#	Certificate	Short Course	26-Jun-2013
Microsoft Certified Solution Developer Win Store Apps Using HTML	Certificate	Short Course	26-Jun-2013
Microsoft Certified Solutions Associate (MCSA) SQL Server 2012	Certificate	Short Course	26-Jun-2013
Microsoft Certified Solutions Expert (MCSE)	Certificate	Short Course	26-Jun-2013
Microsoft Certified Solutions Expert (MCSE) Server Infrastructure	Certificate	Short Course	26-Jun-2013
Microsoft Excel	Intermediate Certificate	Short Course	26-Jun-2013
Microsoft Excel Expert	Certificate	Short Course	26-Jun-2013
Microsoft Excel Master	Certificate	Short Course	26-Jun-2013
Microsoft Office	Certificate	Short Course	26-Jun-2013
Microsoft Office Certifications	Certificate	Short Course	26-Jun-2013
Microsoft Office Specialist	Certificate	Short Course	26-Jun-2013
Microsoft Office Specialist Expert	Certificate	Short Course	26-Jun-2013
Microsoft Office Specialist Master	Certificate	Short Course	26-Jun-2013
Microsoft Outlook	Certificate	Short Course	26-Jun-2013
Microsoft PowerPoint	Intermediate Certificate	Short Course	26-Jun-2013
Microsoft Project	Certificate	Short Course	26-Jun-2013
Microsoft Project Expert	Certificate	Short Course	26-Jun-2013
Microsoft Technology	Certificate	Short Course	26-Jun-2013
Microsoft Word	Intermediate Certificate	Short Course	26-Jun-2013
Microsoft Word Expert	Certificate	Short Course	26-Jun-2013
Microsoft.Net Technology	Certificate	Short Course	26-Jun-2013
Mobile Application Development	Certificate	Short Course	26-Jun-2013
Monitoring & Operating Private Cloud with Systems Center 2012	Certificate	Short Course	26-Jun-2013
Motivational Theory & Human Resource Practises	Intermediate Certificate	Short Course	26-Jun-2013
Multimedia Using Adobe Flash	Certificate	Short Course	26-Jun-2013
Negotiation Skills	Intermediate Certificate	Short Course	26-Jun-2013
Network Administrator	Certificate	Short Course	26-Jun-2013
New Venture Creation	Certificate	Short Course	26-Jun-2013
Object Oriented Programming with C++	Certificate	Short Course	26-Jun-2013
Office Track	Certificate	Short Course	26-Jun-2013
Operating System	Certificate	Short Course	26-Jun-2013
Oracle 11g Advanced PL/SQL	Certificate	Short Course	26-Jun-2013
Oracle Advanced PL/SQL & Forms Developer	Certificate	Short Course	26-Jun-2013
Oracle Database 10g Administration 2	Certificate	Short Course	26-Jun-2013
Oracle Database 10g Administrator Certified Associate	Certificate	Short Course	26-Jun-2013
Oracle Database 10g: Administration 1	Certificate	Short Course	26-Jun-2013
Oracle Database 11g: SQL Fundamentals 1	Certificate	Short Course	26-Jun-2013
Oracle Database 11g:Program with PL/SQL	Certificate	Short Course	26-Jun-2013
Oracle Database SQL Expert	Certificate	Short Course	26-Jun-2013
Oracle Forms: Build Internet Applications	Certificate	Short Course	26-Jun-2013
Personal Transformation	Intermediate Certificate	Short Course	26-Jun-2013
Persuasive Communication	Intermediate Certificate	Short Course	26-Jun-2013
PresentationPowerpoint	Foundation Certificate	Short Course	26-Jun-2013
Principles of Accounting System Sales	Intermediate Certificate	Short Course	26-Jun-2013
Process & Quality	Intermediate Certificate	Short Course	26-Jun-2013
Professional Code of Ethics for Accountants	Certificate	Short Course	26-Jun-2013
Professional Selling Skills	Certificate	Short Course	26-Jun-2013
Program with PL/SQL	Certificate	Short Course	26-Jun-2013
Programming Using Java	Certificate	Short Course	26-Jun-2013
Programming in C#	Certificate	Short Course	26-Jun-2013
Programming in HTML 5 with JAVASCRIPT & CSS3	Certificate	Short Course	26-Jun-2013
Programming in HTML5 with JavaScript & CSS3	Certificate	Short Course	26-Jun-2013
Querying Microsoft SQL Server 2012	Certificate	Short Course	26-Jun-2013
Relational Database Design	Certificate	Short Course	26-Jun-2013
Relational Database Management System	Certificate	Short Course	26-Jun-2013
Relationship Management	Intermediate Certificate	Short Course	26-Jun-2013
Risk Based Internal Audit	Certificate	Short Course	26-Jun-2013
Sales Presentation Skills	Intermediate Certificate	Short Course	26-Jun-2013
Sales Promotion Strategy	Intermediate Certificate	Short Course	26-Jun-2013
Scripting	Certificate	Short Course	26-Jun-2013
Server Side Scripting & Security	Certificate	Short Course	26-Jun-2013
Service System & Skills	Intermediate Certificate	Short Course	26-Jun-2013
Six Sigma Green Belt	Certificate	Short Course	26-Jun-2013
Spreadsheet MS Excel	Foundation Certificate	Short Course	26-Jun-2013
Strategy for Major Sales	Intermediate Certificate	Short Course	26-Jun-2013
Unix Fundamental	Intermediate Certificate	Short Course	26-Jun-2013
Unix Shell Programming	Certificate	Short Course	26-Jun-2013
Unix System Administration	Certificate	Short Course	26-Jun-2013
Upgrade MCPD to MCSD Web Applications	Certificate	Short Course	26-Jun-2013
Upgrade MCPD to MCSD Windows Store Apps Using C#	Certificate	Short Course	26-Jun-2013
Upgrade to MCSE Desktop Infrastructure	Certificate	Short Course	26-Jun-2013
Upgrade to MCSE Server Infrastructure	Certificate	Short Course	26-Jun-2013
Using Lotus Smart Suite 97	Certificate	Short Course	26-Jun-2013
Using a Computer & Managing Files	Foundation Certificate	Short Course	26-Jun-2013
Web Development Using Adobe Dreamweaver	Certificate	Short Course	26-Jun-2013
Web Page Development Using Front Page	Intermediate Certificate	Short Course	26-Jun-2013
Word Processing	Foundation Certificate	Short Course	26-Jun-2013
Work Effectively in Accounting & Finance	Certificate	Short Course	26-Jun-2013
Working with Linux	Certificate	Short Course	26-Jun-2013
Finance	Certificate	Full Award	28-Apr-2014

No of Learning Programmes: 229

#### ETP0015

MCD Training Botswana PTY LTD  
P.O.Box 301241  
Francistown

Learning Programme	Level	Type	Date Accredited
Lift and move material and equipment by means of a Forklift		Short Course	17-Sep-2018
Operating Articulated Dump Truck		Short Course	17-Sep-2018

No of Learning Programmes: 2

#### ETP0016

Botswana Bureau of Standards

Private Bag BO 48  
Gaborone

Learning Programme	Level	Type	Date Accredited
Awareness of BOS ISO 14001:2015 Environmental Systems- Requirements with		Short Course	03-Jul-2019
BOS ISO 14001:2015 Auditing		Short Course	03-Jul-2019
Understanding BOS ISO 14001:2015 Environmental Management Systems-		Short Course	03-Jul-2019
Understanding BOS ISO 9001:2015		Short Course	03-Jul-2019
BOS ISO 900:2015 Lead Auditor (Auditor)		Short Course	03-Sep-2018

No of Learning Programmes: 5

**ETP0017**

Sand Sledge Business Services  
P.O.Box 1858  
Gaborone

Learning Programme	Level	Type	Date Accredited
Moderator Training	Certificate III	Short Course	
Coaching and Mentoring Programme Guide	Certificate	Short Course	03-Jun-2016
Microsoft Office- Word Advanced	Certificate	Short Course	03-Jun-2016
Active Listening	Certificate	Short Course	06-Jun-2014
Advanced Certificate in Procurement & Supply Operation	Certificate	Full Award	06-Jun-2014
Advanced Excel Training	Certificate	Short Course	06-Jun-2014
Assertiveness and Anger Management	Certificate	Short Course	06-Jun-2014
Assessor Training	Certificate	Short Course	06-Jun-2014
Basic Computer Operations	Foundation Certificate	Short Course	06-Jun-2014
Business Functions	Certificate	Short Course	06-Jun-2014
Business Management Skills	Certificate	Short Course	06-Jun-2014
Call/Contact Centre Training	Intermediate Certificate	Short Course	06-Jun-2014
Certificate in Occupationally Directed Education, Training & Development Practises	Certificate	Full Award	06-Jun-2014
Communication Skills	Intermediate Certificate	Short Course	06-Jun-2014
Communication Skills for Supervisors	Certificate	Short Course	06-Jun-2014
Credit Control	Certificate	Short Course	06-Jun-2014
Effective Financial Controls	Certificate	Short Course	06-Jun-2014
Emotional Intelligence	Intermediate Certificate	Short Course	06-Jun-2014
Employee Relations Skills for Supervisory	Certificate	Short Course	06-Jun-2014
Enterprise Risk Management (ERM)	Certificate	Short Course	06-Jun-2014
Entrepreneurial Skills Development	Certificate	Short Course	06-Jun-2014
Entrepreneurship	Certificate	Short Course	06-Jun-2014
Financial Skills For Supervisors	Certificate	Short Course	06-Jun-2014
Food Preparation and Culinary Arts	Certificate	Full Award	06-Jun-2014
Higher Certificate in Occupationally Directed Education, Training & Development Practises	Certificate	Full Award	06-Jun-2014
Human Resources Management and Practises	Certificate	Full Award	06-Jun-2014
Intermediate Excel Training	Intermediate Certificate	Short Course	06-Jun-2014
Introduction to Strategic Planning	Intermediate Certificate	Short Course	06-Jun-2014
Leadership & Performance Management	Certificate	Short Course	06-Jun-2014
Leadership Challenges	Certificate	Short Course	06-Jun-2014
Leadership Competencies	Certificate	Short Course	06-Jun-2014
Leadership Development Programme	Certificate	Short Course	06-Jun-2014
Leadership Theories	Certificate	Short Course	06-Jun-2014
Management Development Programme	Certificate	Short Course	06-Jun-2014
Marketing	Certificate	Short Course	06-Jun-2014
Meaning of Leadership	Certificate	Short Course	06-Jun-2014
Microsoft Word	Certificate	Short Course	06-Jun-2014
Moderator Training	Certificate	Short Course	06-Jun-2014
Moral & Social Dimensions of Management	Certificate	Short Course	06-Jun-2014
Nature of Leadership	Certificate	Short Course	06-Jun-2014
Occupational Health & Safety in Pesticide use	Certificate	Short Course	06-Jun-2014
Personal Branding	Certificate	Short Course	06-Jun-2014
Problem Solving & Decision Making Skills	Certificate	Short Course	06-Jun-2014
Procurement & Supply Operation	Intermediate Certificate	Short Course	06-Jun-2014
Productivity Skills for Supervisors	Certificate	Short Course	06-Jun-2014
Research & Analysis Project	Certificate	Short Course	06-Jun-2014
Study School 1-Coach the Learner	Certificate	Short Course	06-Jun-2014
Study School 1-Conduct a Manpower needs Analysis	Certificate	Short Course	06-Jun-2014
Study School 2-Design & Develop Training Material	Certificate	Short Course	06-Jun-2014
Study School 2-Facilitate a Learning Event	Certificate	Short Course	06-Jun-2014
Study School 3-Facilitate Assessment	Certificate	Short Course	06-Jun-2014
Study School 4 - Evaluation of Training	Certificate	Short Course	06-Jun-2014
Study school 3-Facilitation & Assessment	Certificate	Short Course	06-Jun-2014
Supervisory Techniques & Competences	Certificate	Short Course	06-Jun-2014
Team Leadership	Certificate	Short Course	06-Jun-2014
The Business Environment	Certificate	Short Course	06-Jun-2014
The Challenges of Management in the Contemporary World	Certificate	Short Course	06-Jun-2014
The Exercise of Leadership	Certificate	Short Course	06-Jun-2014
The Management Environment	Certificate	Short Course	06-Jun-2014
The Management Process: What do managers do?	Certificate	Short Course	06-Jun-2014
The Nature of Managerial Work	Certificate	Short Course	06-Jun-2014
The Role of Supervisors	Certificate	Short Course	06-Jun-2014
The Supervisory Challenge	Certificate	Short Course	06-Jun-2014
Vocational Education and Training	Certificate	Full Award	06-Jun-2014
Coaching & Monitoring	Intermediate Certificate	Short Course	07-Dec-2015
Microsoft Word	Certificate	Short Course	09-Mar-2016
Economics for Business	Certificate	Short Course	10-Jun-2013
Educational Leadership and Management		Short Course	12-Nov-2018
Finance for Non Financial Managers	Certificate	Short Course	13-Jul-2015
Project Management	Certificate	Short Course	14-Dec-2013
Customer Service	Certificate	Short Course	28-Aug-2014
Safety in the Workplace	Certificate	Short Course	29-Jul-2015

No of Learning Programmes: 72

**ETP0018**

Leaf Green Training Solutions  
P.O.Box 47733  
Phakalane

Learning Programme	Level	Type	Date Accredited
Health and Safety in the Workplace	Certificate	Short Course	06-Mar-2015
Communication Strategies	Certificate	Short Course	09-Oct-2015

Finance for Non Finance Managers	Certificate	Short Course	09-Oct-2015
Microsoft Excel	Certificate	Short Course	10-Jun-2013
Microsoft Word	Certificate	Short Course	10-Jun-2013
Project Management	Certificate	Short Course	10-Jun-2013
Change Management	Certificate	Short Course	16-Mar-2015
Taxation	Intermediate Certificate	Short Course	22-Jan-2015
Customer Service	Intermediate Certificate	Short Course	26-Aug-2014
Basic Management	Certificate	Short Course	28-Jan-2014
Microsoft Excel	Foundation Certificate	Short Course	28-Jan-2014
Microsoft Word	Foundation Certificate	Short Course	28-Jan-2014
Professional Supervisor	Certificate	Short Course	28-Jan-2014
Team Building	Intermediate Certificate	Short Course	28-Jan-2014
Assertive Skills Training	Certificate	Short Course	29-Aug-2013
Conducting Effective Performance Reviews	Certificate	Short Course	29-Aug-2013
Counter Balanced For lift Operator	Certificate	Short Course	29-Aug-2013
IT Governance	Certificate	Short Course	29-Aug-2013
Insurance Fraud	Certificate	Short Course	29-Aug-2013
Inventory Management	Intermediate Certificate	Short Course	29-Aug-2013
Lead Others to Complete a Workplace Routine Task	Intermediate Certificate	Short Course	29-Aug-2013
MS Project 2010	Certificate	Short Course	29-Aug-2013
Maintain Wholesale and Retail Stock Levels	Certificate	Short Course	29-Aug-2013
Marketing and Sales	Intermediate Certificate	Short Course	29-Aug-2013
Microsoft Excel	Intermediate Certificate	Short Course	29-Aug-2013
Microsoft Office 2012	Certificate	Short Course	29-Aug-2013
Microsoft Office 2013	Certificate	Short Course	29-Aug-2013
Microsoft Outlook	Foundation Certificate	Short Course	29-Aug-2013
Microsoft Outlook	Intermediate Certificate	Short Course	29-Aug-2013
Minute Taking	Intermediate Certificate	Short Course	29-Aug-2013
Monitoring and Controlling a Business Enterprise	Intermediate Certificate	Short Course	29-Aug-2013
Ms PowerPoint 2010	Certificate	Short Course	29-Aug-2013
PC Basics	Foundation Certificate	Short Course	29-Aug-2013
Participate In A Stock Take In A Wholesale And Retail Management	Certificate	Short Course	29-Aug-2013
Problem Solving and Decision Making	Certificate	Short Course	29-Aug-2013
Productivity in the workplace	Certificate	Short Course	29-Aug-2013
Risk Management	Certificate	Short Course	29-Aug-2013
Solve Non Routine Problems Using Set Procedures	Intermediate Certificate	Short Course	29-Aug-2013
Telephone Etiquette	Intermediate Certificate	Short Course	29-Aug-2013
Workplace Ergonomics: Injury Prevention Through Ergonomics	Certificate	Short Course	29-Aug-2013
Writing Reports and Process	Certificate	Short Course	29-Aug-2013
Conflict Resolution	Certificate	Short Course	29-Jul-2015
Stress Management	Certificate	Short Course	29-Jul-2015

No of Learning Programmes: 43

#### ETP0019

Core Knowledge Quality Training & Consultants

P.O.Box 202494

Gaborone

Learning Programme	Level	Type	Date Accredited
Occupational Health and Safety	Certificate III	Short Course	
Assessor Training		Short Course	03-Sep-2018
Enterprise Risk Management (ERM)	Certificate	Short Course	07-Dec-2015
IPSAS		Short Course	10-Jan-2019
Training of Trainers(TOT)		Short Course	15-Apr-2019
Finance for Non-Financial Managers	Certificate	Short Course	17-Dec-2014
Income Tax Law, Theory & Practice	Certificate	Short Course	17-Dec-2014
Principal of Bookkeeping	Certificate	Short Course	17-Dec-2014
Training of Trainers	Certificate	Short Course	23-Feb-2015
Law and Practice of VAT in Botswana	Certificate	Short Course	31-Jul-2014

No of Learning Programmes: 10

#### ETP0022

Botekanelo College

P.O.Box 203156

Gaborone

Learning Programme	Level	Type	Date Accredited
Advanced Fire Fighting	Intermediate Certificate	Short Course	14-Dec-2013
Anatomical Pathology Technology	Certificate	Full Award	14-Dec-2013
Basic Fire Fighting	Foundation Certificate	Short Course	14-Dec-2013
Basic First Aid	Foundation Certificate	Short Course	14-Dec-2013
Contract Management & Procurement Techniques	Certificate	Short Course	14-Dec-2013
Counselling	Certificate	Full Award	14-Dec-2013
Dental Surgery Assisting	Certificate	Full Award	14-Dec-2013
Disaster Management	Intermediate Certificate	Short Course	14-Dec-2013
Emergency Evacuation Plan	Foundation Certificate	Short Course	14-Dec-2013
English Bridging	Foundation Certificate	Short Course	14-Dec-2013
Food Hygiene and Safety	Certificate	Short Course	14-Dec-2013
Food Safety and Nutritional Health	Foundation Certificate	Short Course	14-Dec-2013
Hazardous Material	Foundation Certificate	Short Course	14-Dec-2013
Health Care Administration	Certificate	Full Award	14-Dec-2013
Health Care Assistance	Certificate	Full Award	14-Dec-2013
Health Care Entrepreneurship	Certificate	Short Course	14-Dec-2013
Health Care Quality Assurance	Certificate	Short Course	14-Dec-2013
Health Education Assistance	Certificate	Short Course	14-Dec-2013
Health and Safety	Foundation Certificate	Short Course	14-Dec-2013
Incident in Industry Reporting	Foundation Certificate	Short Course	14-Dec-2013
Medical Transcribing	Certificate	Full Award	14-Dec-2013
Occupational Health and Safety	Certificate	Full Award	14-Dec-2013
Phlebotomy	Certificate	Full Award	14-Dec-2013
Plaster Technology	Certificate	Full Award	14-Dec-2013
Pre Allied Health Science Bridging	Foundation Certificate	Short Course	14-Dec-2013
Pre Hospital Trauma Care	Certificate	Short Course	14-Dec-2013
Professional Waste Management	Certificate	Short Course	14-Dec-2013
Public Fire Safety	Intermediate Certificate	Short Course	14-Dec-2013
Rehabilitation Therapy Assistance	Certificate	Short Course	14-Dec-2013
Wild Land Fire Management	Foundation Certificate	Short Course	14-Dec-2013

No of Learning Programmes: 30



**ETP0024**

Imperial School of Business and Science  
P. O. Box 80348  
Gaborone

Learning Programme	Level	Type	Date Accredited
ABC'S Of Human Resource	Certificate	Short Course	04-Nov-2015
All About Project Management	Certificate	Short Course	04-Nov-2015
Fire Prevention and Management	Certificate	Short Course	04-Nov-2015
Fire Prevention and Management	Foundation Certificate	Short Course	04-Nov-2015
Fire Prevention and Management	Intermediate Certificate	Short Course	04-Nov-2015
First Aid	Certificate	Short Course	04-Nov-2015
First Aid	Foundation Certificate	Short Course	04-Nov-2015
First Aid	Intermediate Certificate	Short Course	04-Nov-2015
Health,safety,Enviroment and Quality Management	Intermediate Certificate	Short Course	04-Nov-2015
Intermediate Certificate in Travel,Tourism and Hospitality Management	Intermediate Certificate	Full Award	04-Nov-2015
Public Relations	Certificate	Short Course	04-Nov-2015
Public Relations in Organisations	Intermediate Certificate	Short Course	04-Nov-2015
Safe Handling Of Hazardous Materials	Intermediate Certificate	Short Course	04-Nov-2015
Safe Waste Management Practices	Intermediate Certificate	Short Course	04-Nov-2015
Certificate in Early Chikhood Education	Certificate	Full Award	08-Sep-2014
Certificate in Health and Safety	Certificate	Full Award	09-Mar-2016
Certificate in Logistics and Transport Management	Certificate	Full Award	09-Mar-2016
Certificate in Marketing Public Relations Management	Certificate	Full Award	09-Mar-2016
Certificate in Reception Operations	Certificate	Full Award	09-Mar-2016
Administrative Management Skills	Certificate	Short Course	09-Oct-2015
Communication Strategies	Certificate	Short Course	09-Oct-2015
Cultural Intelligence	Certificate	Short Course	09-Oct-2015
Effective Sales Presentation	Certificate	Short Course	09-Oct-2015
Ethics at Workplace	Certificate	Short Course	09-Oct-2015
Finance for Non Finance Managers	Certificate	Short Course	09-Oct-2015
Managing and Supervising Others	Certificate	Short Course	09-Oct-2015
Marketing and Sales	Certificate	Short Course	09-Oct-2015
Minute Taking Skills	Certificate	Short Course	09-Oct-2015
Smart Recruiting	Certificate	Short Course	09-Oct-2015
Smart Selling	Certificate	Short Course	09-Oct-2015
Speaking Under Pressure	Certificate	Short Course	09-Oct-2015
Understanding Employees and Their Performance	Certificate	Short Course	09-Oct-2015
Certificate in Procurement and Supply Operations	Certificate	Full Award	13-Dec-2013
Certificate in Proficiency in Insurance	Foundation Certificate		15-Dec-2016
Advance Certificate in Procurement and Supply Operation	Certificate	Full Award	16-Mar-2015
Advertising	Certificate	Short Course	16-Mar-2015
Basic Banking Skills	Intermediate Certificate	Short Course	16-Mar-2015
Business Management and Administration	Intermediate Certificate	Short Course	16-Mar-2015
Certificate in Association of Accounting Technician	Certificate	Full Award	16-Mar-2015
Certificate in Business Skills	Certificate	Full Award	16-Mar-2015
Certificate in Entrepreneurship	Certificate	Full Award	16-Mar-2015
Certificate in HIV/AIDS Counselling	Certificate	Full Award	16-Mar-2015
Certificate in Marketing Management	Certificate	Full Award	16-Mar-2015
Certificate in Marketing,Advertising and Public Relations Management	Certificate	Full Award	16-Mar-2015
Certificate in Retail Management	Certificate	Full Award	16-Mar-2015
Certificate in Security Management	Certificate	Full Award	16-Mar-2015
Certificate in Social Work	Certificate	Full Award	16-Mar-2015
Change Management	Certificate	Short Course	16-Mar-2015
Conflict Management	Certificate	Short Course	16-Mar-2015
Customer Care Service	Certificate	Short Course	16-Mar-2015
Database (Ms Access)	Intermediate Certificate	Short Course	16-Mar-2015
Effective Communication Skills	Certificate	Short Course	16-Mar-2015
Group and Teamwork in Organisations	Intermediate Certificate	Short Course	16-Mar-2015
HIV/AIDS Counselling and Testing	Certificate	Short Course	16-Mar-2015
Intermediate Certificate in Business Information Systems	Intermediate Certificate	Full Award	16-Mar-2015
Intermediate Certificate in Business Management	Intermediate Certificate	Full Award	16-Mar-2015
Intermediate Certificate in Human Resource Management	Intermediate Certificate	Full Award	16-Mar-2015
International Computer Driving License	Intermediate Certificate	Short Course	16-Mar-2015
International business communication	Certificate	Short Course	16-Mar-2015
Interpreting and Analysing Information	Intermediate Certificate	Short Course	16-Mar-2015
Leadership in Organisations	Certificate	Short Course	16-Mar-2015
Marketing	Certificate	Short Course	16-Mar-2015
Motivation at Workplace	Certificate	Short Course	16-Mar-2015
Presentation-Powerpoint	Intermediate Certificate	Short Course	16-Mar-2015
Quantitative Methods	Certificate	Short Course	16-Mar-2015
Risk Management	Certificate	Short Course	16-Mar-2015
Spreadsheets-MS Excel	Intermediate Certificate	Short Course	16-Mar-2015
Stress Management	Intermediate Certificate	Short Course	16-Mar-2015
Successful Time Management	Intermediate Certificate	Short Course	16-Mar-2015
Word Processing	Intermediate Certificate	Short Course	16-Mar-2015
Certificate in Human Resource Management	Certificate	Full Award	21-Apr-2014
Certificate in Travel & Tourism Operations	Certificate	Full Award	22-Nov-2017
Inventory Management	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 73****ETP0029**

De Beers Global Sightholder Sales Diamond Academy  
Private Bag 0074  
Gaborone

Learning Programme	Level	Type	Date Accredited
Assessor	Certificate	Short Course	15-Oct-2014
Diamond Sorting & Evaluation	Certificate	Short Course	15-Oct-2014
Manual Handling Programme	Certificate	Short Course	15-Oct-2014
Occupationally Directed Education, Training & Development Practice	Certificate	Short Course	15-Oct-2014

**No of Learning Programmes: 4****ETP0030**

Ambire Training Services  
P.O.Box 485  
Kasane

Learning Programme	Level	Type	Date Accredited
Business and Work Ethics		Short Course	02-Apr-2019

Digital Marketing		Short Course	02-Apr-2019
Entrepreneurship		Short Course	02-Apr-2019
Professional Safari Tour Guide		Short Course	19-Jun-2019

**No of Learning Programmes: 4**

**ETP0031**

Alternative Professional Qualifications Institute  
P.O. Box 150079  
Mogoditshane

Learning Programme	Level	Type	Date Accredited
Demonstrate Knowledge of Food Handling & Safety	Foundation Certificate	Short Course	05-Feb-2015
Records and Information Management	Foundation Certificate	Short Course	05-Feb-2015
Time Management	Foundation Certificate	Short Course	06-Mar-2015
Cash Handlers	Foundation Certificate	Short Course	13-Feb-2014
Computer Basics	Foundation Certificate	Short Course	13-Feb-2014
Employee Relations	Foundation Certificate	Short Course	13-Feb-2014
Maintain Health, Hygiene and a Professional Appearance	Foundation Certificate	Short Course	13-Feb-2014
Performance Management	Foundation Certificate	Short Course	13-Feb-2014
Safely Transport Dangerous Goods by Road	Foundation Certificate	Short Course	13-Feb-2014
Sales Management	Foundation Certificate	Short Course	13-Feb-2014
Engaging Employees for Productivity	Certificate	Short Course	15-Dec-2016
Basic Business Communication Skills	Foundation Certificate	Short Course	15-Dec-2016
Body Language and Micro-Expressions that Predict Success	Foundation Certificate	Short Course	15-Dec-2016
Cash Flow Forecasting Techniques	Foundation Certificate	Short Course	15-Dec-2016
Change Management	Certificate	Short Course	15-Dec-2016
Closing Sales over the telephone	Foundation Certificate	Short Course	15-Dec-2016
Cold Chain Management	Foundation Certificate	Short Course	15-Dec-2016
Creating Effective Visual Promotions	Foundation Certificate	Short Course	15-Dec-2016
Credit Management	Foundation Certificate	Short Course	15-Dec-2016
Displaying Merchandise	Foundation Certificate	Short Course	15-Dec-2016
Exceptional Selling Skills	Intermediate Certificate	Short Course	15-Dec-2016
HIV/AIDS Awareness in the Workplace	Foundation Certificate	Short Course	15-Dec-2016
How To Gain Competitive Advantage	Certificate	Short Course	15-Dec-2016
Induction Skills	Intermediate Certificate	Short Course	15-Dec-2016
Interaction Management	Intermediate Certificate	Short Course	15-Dec-2016
Interpersonal Communication Skills	Foundation Certificate	Short Course	15-Dec-2016
Leadership Skills for the Shop Floor S	Intermediate Certificate	Short Course	15-Dec-2016
Managing Challenges	Foundation Certificate	Short Course	15-Dec-2016
Product Launch Techniques	Foundation Certificate	Short Course	15-Dec-2016
Racking and Stacking	Foundation Certificate	Short Course	15-Dec-2016
Reward Management	Intermediate Certificate	Short Course	15-Dec-2016
Sales Techniques	Foundation Certificate	Short Course	15-Dec-2016
Saving Costs in Procurement	Foundation Certificate	Short Course	15-Dec-2016
Saving Time in a Retail Outlet	Foundation Certificate	Short Course	15-Dec-2016
Store Management	Certificate	Short Course	15-Dec-2016
Supervisory Skills	Foundation Certificate	Short Course	15-Dec-2016
Team Building	Foundation Certificate	Short Course	15-Dec-2016
Understanding Impact of Quality and Profit	Foundation Certificate	Short Course	15-Dec-2016
Understanding Retail Trends	Certificate	Short Course	15-Dec-2016
Workplace Culture and Diversity	Foundation Certificate	Short Course	15-Dec-2016
Workplace English Writing and Reporting	Foundation Certificate	Short Course	15-Dec-2016
Workplace Ethics	Foundation Certificate	Short Course	15-Dec-2016
Fire Marshal	Foundation Certificate	Short Course	22-Sep-2014
Customer Service	Foundation Certificate	Short Course	26-Aug-2014
First Aid	Foundation Certificate	Short Course	26-Jan-2015
ICDL	Certificate	Short Course	26-Mar-2014
Microsoft Outlook	Certificate	Short Course	26-Mar-2014
Microsoft Outlook	Foundation Certificate	Short Course	26-Mar-2014
Microsoft Outlook	Intermediate Certificate	Short Course	26-Mar-2014
Merchandising Skills	Foundation Certificate	Short Course	27-May-2014
Occupational First Aid	Foundation Certificate	Short Course	27-May-2014
Handling Substances Hazardous to Health	Foundation Certificate	Short Course	28-Apr-2014
Occupational Health and Safety	Foundation Certificate	Short Course	28-Apr-2014
Microsoft Excel	Certificate	Short Course	28-Jan-2014
Microsoft Excel	Foundation Certificate	Short Course	28-Jan-2014
Microsoft Excel	Intermediate Certificate	Short Course	28-Jan-2014
Microsoft PowerPoint	Certificate	Short Course	28-Jan-2014
Microsoft PowerPoint	Foundation Certificate	Short Course	28-Jan-2014
Microsoft PowerPoint	Intermediate Certificate	Short Course	28-Jan-2014
Microsoft Word	Certificate	Short Course	28-Jan-2014
Microsoft Word	Foundation Certificate	Short Course	28-Jan-2014
Microsoft Word	Intermediate Certificate	Short Course	28-Jan-2014
Finance & Accounting for Non Accounting Executives	Foundation Certificate	Short Course	29-Oct-2014
Leadership Skills	Foundation Certificate	Short Course	29-Oct-2014

**No of Learning Programmes: 64**

**ETP0032**

Initiatives Training  
P.O. Box HA 14 HAK  
Maun Botswana

Learning Programme	Level	Type	Date Accredited
Assertive Behaviour		Short Course	17-Sep-2018
Building the Team		Short Course	17-Sep-2018
Coaching skills for management		Short Course	17-Sep-2018
Communication Skills		Short Course	17-Sep-2018
Delivering Great Service		Short Course	17-Sep-2018
First Time Leaders		Short Course	17-Sep-2018
Managing High Performance		Short Course	17-Sep-2018
Time Management		Short Course	17-Sep-2018
Time Management for Managers		Short Course	17-Sep-2018
Vision and Direction		Short Course	17-Sep-2018
The Art of Management		Short Course	26-Jun-2019
Assertive Behaviour	Foundation Certificate	Short Course	27-Sep-2014
Building the team	Foundation Certificate	Short Course	27-Sep-2014
Coaching Skills for Managers	Intermediate Certificate	Short Course	27-Sep-2014
Communication Skills	Foundation Certificate	Short Course	27-Sep-2014
Delivering Great Service	Foundation Certificate	Short Course	27-Sep-2014

First Time Leaders	Foundation Certificate	Short Course	27-Sep-2014
Governance	Certificate	Short Course	27-Sep-2014
Managing High Performance	Certificate	Short Course	27-Sep-2014
Time Management for Managers	Certificate	Short Course	27-Sep-2014
Time management for Non- Managers	Intermediate Certificate	Short Course	27-Sep-2014
Vision and Direction	Certificate	Short Course	27-Sep-2014

**No of Learning Programmes: 22**

**ETP0033**

Innolead Consulting  
P.O. Box 80321  
Gaborone

Learning Programme	Level	Type	Date Accredited
Microsoft Project Skills		Short Course	
Project Management Professional Examination Preparatory Course		Short Course	
Balanced Score Card Implementation	Certificate	Short Course	10-Feb-2014
Beyond Coaching	Certificate	Short Course	10-Feb-2014
Change Management	Certificate	Short Course	10-Feb-2014
Customer Service and Care	Certificate	Short Course	10-Feb-2014
Improving Efficiency	Certificate	Short Course	10-Feb-2014
Information and Records Management Training	Foundation Certificate	Short Course	10-Feb-2014
Innovation Results	Certificate	Short Course	10-Feb-2014
Leading Change Workshop for Change Agents	Certificate	Short Course	10-Feb-2014
Leading Others-Awareness Workshop	Certificate	Short Course	10-Feb-2014
Maintenance and Asset Management	Certificate	Short Course	10-Feb-2014
Maintenance, Scheduling and Work Control	Certificate	Short Course	10-Feb-2014
PRINCE2	Certificate	Short Course	10-Feb-2014
Performance Management	Certificate	Short Course	10-Feb-2014
Strategy Formulation	Certificate	Short Course	10-Feb-2014
Technical Report Writing	Certificate	Short Course	10-Feb-2014
Project Controls Course	Certificate	Short Course	15-Mar-2017
Better Business Cases		Short Course	16-Aug-2019

**No of Learning Programmes: 19**

**ETP0035**

GPS  
P. O. Box 1299  
Gaborone

Learning Programme	Level	Type	Date Accredited
Business Administration	Certificate	Full Award	02-Dec-2013
Entrepreneurship	Certificate	Full Award	02-Dec-2013
Risk Management	Certificate	Full Award	02-Dec-2013
Secretarial Studies	Certificate	Full Award	02-Dec-2013
Business Management	Certificate	Full Award	08-Apr-2015
Business Skills	Certificate	Full Award	08-Apr-2015
Human Resources Management	Certificate	Full Award	13-Dec-2013
Health and Safety	Certificate	Full Award	13-Jan-2016
Accounting & Finance	Certificate	Full Award	17-Sep-2013
Association of Accounting Technicians (AAT)	Certificate	Full Award	17-Sep-2013
Association of Accounting Technicians (AAT)	Intermediate Certificate	Full Award	17-Sep-2013
Association of Accounting Technicians (AAT)	Foundation Certificate	Full Award	17-Sep-2013
Beauty Therapy and Hairdressing	Certificate	Full Award	17-Sep-2013
Computer Information Technology	Certificate	Full Award	17-Sep-2013
Computer Operator	Certificate	Full Award	17-Sep-2013
Computer Studies	Certificate	Full Award	17-Sep-2013
Dress Making	Certificate	Full Award	17-Sep-2013
International Computer Driving Licence (ICDL)	Intermediate Certificate	Short Course	17-Sep-2013
Marketing	Certificate	Full Award	17-Sep-2013
Marketing Management	Certificate	Full Award	17-Sep-2013
Project Management	Certificate	Full Award	17-Sep-2013
Public Administration	Certificate	Full Award	17-Sep-2013
Strategic Management	Certificate	Full Award	17-Sep-2013
Travel & Tourism	Certificate	Full Award	17-Sep-2013

**No of Learning Programmes: 24**

**ETP0036**

Institute of Development Management  
P.O. Box 1357  
Gaborone

Learning Programme	Level	Type	Date Accredited
Change Management	Certificate	Short Course	08-Mar-2017
Managing Consultancy Interventions	Certificate	Short Course	08-Mar-2017
Entrepreneurship Development	Certificate	Short Course	09-Mar-2016
Human Resources Management	Certificate	Full Award	13-Dec-2013
Vocational Education and Training	Certificate	Full Award	13-Dec-2013
AAT (Foundation)	Foundation Certificate	Full Award	13-Dec-2013
AAT (Intermediate)	Intermediate Certificate	Full Award	13-Dec-2013
Advanced Certificate in Procurement and Supply Operations	Certificate	Full Award	13-Dec-2013
Applied Health Management	Certificate	Short Course	13-Dec-2013
Archives Administration & Records Management	Certificate	Short Course	13-Dec-2013
Basic Computer Application Skills	Certificate	Short Course	13-Dec-2013
Certificate in Procurement and Supply Operations	Certificate	Full Award	13-Dec-2013
Counselling at the Workplace	Certificate	Short Course	13-Dec-2013
Effective Clinical Supervision	Foundation Certificate	Short Course	13-Dec-2013
Finance Management	Certificate	Short Course	13-Dec-2013
Finance for Non-finance Managers	Certificate	Short Course	13-Dec-2013
Financial Accounting & Control	Intermediate Certificate	Short Course	13-Dec-2013
Food Safety and Hygiene Management	Foundation Certificate	Short Course	13-Dec-2013
Government Accounting	Foundation Certificate	Short Course	13-Dec-2013
HIV & AIDS Counselling	Certificate	Short Course	13-Dec-2013
Human Rights in Law Enforcement	Certificate	Short Course	13-Dec-2013
Intermediate Database	Intermediate Certificate	Short Course	13-Dec-2013
Intermediate Spreadsheet (Excel)	Intermediate Certificate	Short Course	13-Dec-2013
Introduction to ACCPAC	Intermediate Certificate	Short Course	13-Dec-2013
Leadership Development Management	Certificate	Short Course	13-Dec-2013
Leadership Training in Inspection & Supervision of Education	Certificate	Short Course	13-Dec-2013
Management Training for Personal Assistants	Certificate	Short Course	13-Dec-2013

Migration and Citizenship Control	Certificate	Short Course	13-Dec-2013
Monitoring and Evaluation of HIV and AIDS Programmes	Certificate	Short Course	13-Dec-2013
NGO Certificate in Financial Management	Certificate	Short Course	13-Dec-2013
NGO Certificate in General Management	Certificate	Short Course	13-Dec-2013
NGO Certificate in Governance	Certificate	Short Course	13-Dec-2013
NGO Certificate in Leadership	Certificate	Short Course	13-Dec-2013
NGO Certificate in Mentoring	Certificate	Short Course	13-Dec-2013
NGO Certificate in Project Management	Certificate	Short Course	13-Dec-2013
NGO Certificate in Resource Mobilization	Certificate	Short Course	13-Dec-2013
Nursing Unit Management	Certificate	Short Course	13-Dec-2013
Occupational Health and Safety Management	Foundation Certificate	Short Course	13-Dec-2013
Peer Education in HIV & AIDS	Foundation Certificate	Short Course	13-Dec-2013
Professional Business Writing	Certificate	Short Course	13-Dec-2013
Public Administration	Certificate	Short Course	13-Dec-2013
Public Relations	Intermediate Certificate	Short Course	13-Dec-2013
Purchasing & Materials Management	Certificate	Short Course	13-Dec-2013
Records & Information Management	Foundation Certificate	Full Award	13-Dec-2013
Stores Management & Control	Certificate	Short Course	13-Dec-2013
Supervisory Skills and Management Development	Certificate	Short Course	13-Dec-2013
The Art of Public Speaking	Intermediate Certificate	Short Course	13-Dec-2013
Training of Trainers	Certificate	Short Course	13-Dec-2013
Transport Management	Certificate	Short Course	13-Dec-2013
Working Capital Management	Intermediate Certificate	Short Course	13-Dec-2013
Corporate Strategy	Certificate	Short Course	15-Feb-2017

**No of Learning Programmes: 51**

**ETP0037**

New Era College Of Art, Science And Technology  
P.O.Box 402134  
Gaborone

Learning Programme	Level	Type	Date Accredited
Business Administration	Certificate	Full Award	02-Dec-2013
Business Skills	Certificate	Full Award	08-Apr-2015
Certificate in Engineering-Electrical and Electronics Technology	Intermediate Certificate	Full Award	16-Feb-2017
Marketing	Certificate	Full Award	17-Sep-2013
Certificate in Telecommunications Systems	Intermediate Certificate	Full Award	28-Apr-2017
Business Information Systems	Certificate	Full Award	28-Jan-2014
Accommodation Operations and Services	Foundation Certificate	Full Award	31-Mar-2014
Beauty Therapy	Foundation Certificate	Full Award	31-Mar-2014
Early Childhood Education Management	Certificate	Full Award	31-Mar-2014
Electrical & Electronic Engineering	Certificate	Full Award	31-Mar-2014
Financial Management	Certificate	Full Award	31-Mar-2014
International Tourism	Certificate	Full Award	31-Mar-2014
Travel, Tourism & Hospitality	Certificate	Full Award	31-Mar-2014

**No of Learning Programmes: 13**

**ETP0040**

Textile and Clothing Institute of Botswana (Pty) Ltd  
P.O. BOX 201224  
Gaborone

Learning Programme	Level	Type	Date Accredited
Advanced Sewing Skills		Short Course	
Basic Sewing Skills		Short Course	
Clothing Manufacture Commercial Sewing Skills	Certificate	Full Award	16-Mar-2016
Clothing Manufacture Cutting	Intermediate Certificate	Full Award	16-Mar-2016
Clothing Manufacture Cutting	Foundation Certificate		16-Mar-2016
Clothing Manufacture Design and Pattern Making	Certificate	Full Award	16-Mar-2016
Clothing Manufacture Embroidery	Intermediate Certificate	Full Award	16-Mar-2016
Clothing Manufacture Embroidery	Foundation Certificate	Full Award	16-Mar-2016
Clothing Manufacture Garment Assembly	Certificate	Full Award	16-Mar-2016
Clothing Manufacture Mechanic	Certificate	Full Award	16-Mar-2016
Clothing Manufacture Sewing	Certificate	Full Award	16-Mar-2016

**No of Learning Programmes: 11**

**ETP0041**

Mega-size College  
P.O. Box 201432  
Gaborone

Learning Programme	Level	Type	Date Accredited
Advanced Certificate in Purchasing and Supply	Certificate	Full Award	16-Aug-2013
Business and Office Administration	Certificate	Full Award	16-Aug-2013
Certificate in Purchasing and Supply	Certificate	Full Award	16-Aug-2013
Human Resources Management	Certificate	Full Award	16-Aug-2013
Public Relations	Certificate	Full Award	16-Aug-2013
Sales and Marketing	Certificate	Full Award	16-Aug-2013
Secretarial and Administration	Certificate	Full Award	16-Aug-2013
Marketing Management	Certificate	Full Award	17-Sep-2013

**No of Learning Programmes: 8**

**ETP0043**

Ramatea Vocational School  
P.O. Box 10375  
Kanye

Learning Programme	Level	Type	Date Accredited
Accountancy & Business Studies	Certificate	Full Award	08-Sep-2014
Business management	Certificate	Full Award	08-Sep-2014
Certificate In Painting & Decorating	Certificate	Full Award	08-Sep-2014
Certificate in Early Childhood Education	Certificate	Full Award	08-Sep-2014
Certificate in Health & Safety Management	Certificate	Full Award	08-Sep-2014
Certificate in Human resource Management	Certificate	Full Award	08-Sep-2014
Certificate in Office Administration	Certificate	Full Award	08-Sep-2014
Certificate in Public Relations	Certificate	Full Award	08-Sep-2014
Certificate in Purchasing & Materials Management	Certificate	Full Award	08-Sep-2014
Certificate in Refrigeration and Air Conditioning	Certificate	Full Award	08-Sep-2014
Certificate in Textile Design & Technology	Certificate	Full Award	08-Sep-2014
Computer Operator Course	Certificate	Full Award	08-Sep-2014
Dressmaking Course	Certificate	Full Award	08-Sep-2014

Dressmaking Course	Foundation Certificate	Full Award	08-Sep-2014
Dressmaking Course	Intermediate Certificate	Full Award	08-Sep-2014
Fabric Dyeing & Printing	Foundation Certificate	Full Award	08-Sep-2014
Fabric Dyeing & Printing	Intermediate Certificate	Full Award	08-Sep-2014
Financial Management	Certificate	Short Course	08-Sep-2014
Livestock Farming	Intermediate Certificate	Full Award	08-Sep-2014
Livestock Farming	Foundation Certificate	Full Award	08-Sep-2014
National Certificate in Secretarial Studies	Certificate	Full Award	08-Sep-2014
Reception Operations Services	Intermediate Certificate	Full Award	08-Sep-2014
Refrigeration And Air Conditioning	Foundation Certificate	Full Award	08-Sep-2014
Refrigeration And Air Conditioning	Intermediate Certificate	Full Award	08-Sep-2014
Secretarial Studies	Intermediate Certificate	Full Award	08-Sep-2014
Certificate in Health and Safety Management	Certificate	Full Award	16-Aug-2016
Certificate in Business Management	Certificate	Full Award	21-Apr-2014
Hairdressing	Certificate	Full Award	28-Aug-2014

**No of Learning Programmes:** 28

**ETP0044**

Prologic Consults  
P.O. Box 403662  
Gaborone

Learning Programme	Level	Type	Date Accredited
Occupational Health and Safety		Short Course	10-Jan-2019

**No of Learning Programmes:** 1

**ETP0045**

Rescue one (Pty) Ltd  
P.O Box AE 388  
AEH Gaborone Botswana

Learning Programme	Level	Type	Date Accredited
First Aid	Foundation Certificate	Short Course	19-Mar-2015
Basic Fire Fighting	Foundation Certificate	Short Course	23-Aug-2015
Basic Life Support Course	Intermediate Certificate	Short Course	23-Aug-2015
Emergency Medical Care	Certificate	Short Course	23-Aug-2015
Intermediate Life Support Course	Certificate	Short Course	23-Aug-2015
vehicle Rescue	Certificate	Short Course	23-Aug-2015

**No of Learning Programmes:** 6

**ETP0048**

Pimots Enterprises (Pty)LTD  
P.O. Box 20539  
Gaborone

Learning Programme	Level	Type	Date Accredited
Emotional Intelligence in the Workplace		Short Course	
Workplace Ethics		Short Course	10-Jan-2019
Leadership & Change	Certificate	Short Course	14-Aug-2014
Occupational Health and Safety	Certificate	Short Course	14-Aug-2014
Productivity in the workplace	Certificate	Short Course	14-Aug-2014
Stock Management & Control	Certificate	Short Course	14-Aug-2014
Effective Selling Skills		Short Course	15-Aug-2019
Basic Fire Fighting	Foundation Certificate	Short Course	17-Aug-2015
Safety,Health & Environment Training	Foundation Certificate	Short Course	17-Aug-2015
Customer Service Excellent		Short Course	26-Jun-2019
Credit Control	Certificate	Short Course	29-Jan-2013
Critical elements of customer service	Foundation Certificate	Short Course	29-Jan-2013
Customer Relationship Management	Foundation Certificate	Short Course	29-Jan-2013
Finance for Non Financial Managers	Certificate	Short Course	29-Jan-2013
Negotiation Skills	Certificate	Short Course	29-Jan-2013
Performance Management System	Certificate	Short Course	29-Jan-2013
Sales & Marketing Techniques	Certificate	Short Course	29-Jan-2013
Sales and Marketing Techniques	Intermediate Certificate	Short Course	29-Jan-2013
Supervisory Skills	Intermediate Certificate	Short Course	29-Jan-2013
Team Building & Performance Strategies	Certificate	Short Course	29-Jan-2013
Team Building Skills	Intermediate Certificate	Short Course	29-Jan-2013

**No of Learning Programmes:** 21

**ETP0051**

PM Academy (Proprietary) Limited  
P.O.Box 6AAD  
Gaborone

Learning Programme	Level	Type	Date Accredited
AgilePM		Short Course	05-Feb-2019
Essentials of Project Management		Short Course	05-Feb-2019
Microsoft Project		Short Course	05-Feb-2019
PMP And CAPM Preparation		Short Course	05-Feb-2019
Prince2 Foundation		Short Course	05-Feb-2019
Prince2 Practitioner		Short Course	05-Feb-2019

**No of Learning Programmes:** 6

**ETP0052**

Woo International Skills Development and Assessment Academy  
P.O.Box 537 ABG  
Gaborone

Learning Programme	Level	Type	Date Accredited
Safe Handling of Refrigerants	Certificate	Short Course	01-Feb-2017
Vocational Education and Training	Certificate	Full Award	08-Apr-2015
Finance for Non Finance Managers	Certificate	Short Course	09-Oct-2015
Defensive Driving	Certificate	Short Course	10-Jun-2013
Microsoft Access	Certificate	Short Course	10-Jun-2013
Microsoft Excel	Certificate	Short Course	10-Jun-2013
Microsoft Word	Certificate	Short Course	10-Jun-2013
Stress Management	Certificate	Short Course	10-Jun-2013
Facilitation Skills	Certificate	Short Course	12-Jul-2014
First Aid	Certificate	Short Course	16-Nov-2013
First Aid	Intermediate Certificate	Short Course	16-Nov-2013
Advanced Environmental Management & ISO 14001	Certificate	Short Course	19-Apr-2015
Advanced Fire Fighting Technique (Marshal)	Certificate	Short Course	19-Apr-2015

Advanced Hydraulics	Certificate	Short Course	19-Apr-2015
Advanced Pneumatics	Certificate	Short Course	19-Apr-2015
Advanced Supervisory Effectiveness	Certificate	Short Course	19-Apr-2015
Advanced Supervisory Training for Mining Supervisors	Certificate	Short Course	19-Apr-2015
Analytical Troubleshooting Mechatronic	Certificate	Short Course	19-Apr-2015
Assertiveness	Certificate	Short Course	19-Apr-2015
Auto Cad Advanced	Certificate	Short Course	19-Apr-2015
Auto Cad Basic	Foundation Certificate	Short Course	19-Apr-2015
Auto Cad Intermediate	Intermediate Certificate	Short Course	19-Apr-2015
Automotive Air-Conditioning	Certificate	Short Course	19-Apr-2015
Balance Score Card	Certificate	Short Course	19-Apr-2015
Basic Broilermaking	Certificate	Short Course	19-Apr-2015
Basic Carpentry	Certificate	Short Course	19-Apr-2015
Basic Electrical	Certificate	Short Course	19-Apr-2015
Basic Electronics	Certificate	Short Course	19-Apr-2015
Basic Fire Fighting Technique	Foundation Certificate	Short Course	19-Apr-2015
Basic Fitting	Certificate	Short Course	19-Apr-2015
Basic Hand Skills	Certificate	Short Course	19-Apr-2015
Basic Hand Tools	Certificate	Short Course	19-Apr-2015
Basic Hydraulics	Certificate	Short Course	19-Apr-2015
Basic Machining	Certificate	Short Course	19-Apr-2015
Basic Plumbing	Certificate	Short Course	19-Apr-2015
Basic Pneumatics	Certificate	Short Course	19-Apr-2015
Basic Refrigeration and Air- Conditioning	Certificate	Short Course	19-Apr-2015
Bearing Maintenance	Certificate	Short Course	19-Apr-2015
Budgeting & Cost Control	Certificate	Short Course	19-Apr-2015
Business Skills	Certificate	Short Course	19-Apr-2015
Cherry Picker	Certificate	Short Course	19-Apr-2015
Conveyor Belt Installation	Certificate	Short Course	19-Apr-2015
Corel Draw	Certificate	Short Course	19-Apr-2015
Crane Maintenance	Certificate	Short Course	19-Apr-2015
Defensive Driving	Foundation Certificate	Short Course	19-Apr-2015
Defensive Driving	Intermediate Certificate	Short Course	19-Apr-2015
Earthing Course	Certificate	Short Course	19-Apr-2015
Earthmoving Machinery Operators	Certificate	Short Course	19-Apr-2015
Effective Contamination Control	Certificate	Short Course	19-Apr-2015
Electrical Cable Joining, Terminating & Testing	Certificate	Short Course	19-Apr-2015
Electrical Fault Finding	Certificate	Short Course	19-Apr-2015
Electrical Motor Control	Certificate	Short Course	19-Apr-2015
Electrical Protection	Certificate	Short Course	19-Apr-2015
Electro Hydraulics	Certificate	Short Course	19-Apr-2015
Electro Pneumatics	Certificate	Short Course	19-Apr-2015
Electronics & Air Conditioning	Certificate	Short Course	19-Apr-2015
Empowering the Office Professional	Certificate	Short Course	19-Apr-2015
Environmental Awareness	Certificate	Short Course	19-Apr-2015
Environmental Awareness & ISO 14001	Certificate	Short Course	19-Apr-2015
Factories Act	Certificate	Short Course	19-Apr-2015
Fault Finding & Maintenance	Certificate	Short Course	19-Apr-2015
Field Designer	Certificate	Short Course	19-Apr-2015
First Aid	Foundation Certificate	Short Course	19-Apr-2015
Flame Proofing	Certificate	Short Course	19-Apr-2015
Fluid Drive	Certificate	Short Course	19-Apr-2015
Forklift Truck	Certificate	Short Course	19-Apr-2015
Gearbox Maintenance	Certificate	Short Course	19-Apr-2015
General Health & Safety Training Course (GHSTC)	Certificate	Short Course	19-Apr-2015
Hazardous Identification & Rsk Assessment (HIRA)	Certificate	Short Course	19-Apr-2015
Heat Load Calculations	Certificate	Short Course	19-Apr-2015
Hevacomp	Certificate	Short Course	19-Apr-2015
High Voltage Systems	Certificate	Short Course	19-Apr-2015
ISO 14001:2004	Certificate	Short Course	19-Apr-2015
ISO 9001:2000	Certificate	Short Course	19-Apr-2015
Inspection & Maintenance of Hoist Ropes	Certificate	Short Course	19-Apr-2015
Integrated ISO 14001:2004	Certificate	Short Course	19-Apr-2015
Integrated ISO 9001:2000	Certificate	Short Course	19-Apr-2015
Internal Maintenance Audit & Performance Improvement	Certificate	Short Course	19-Apr-2015
Interviewing Skills	Certificate	Short Course	19-Apr-2015
Introduction to Project Management	Certificate	Short Course	19-Apr-2015
Laser Alignment	Certificate	Short Course	19-Apr-2015
Leadership Training for Managers	Certificate	Short Course	19-Apr-2015
Leadership Training for Supervisors	Certificate	Short Course	19-Apr-2015
Lifting Operators Training	Certificate	Short Course	19-Apr-2015
Lock Out Procedure	Certificate	Short Course	19-Apr-2015
Machine Lubricants for Serviceman	Certificate	Short Course	19-Apr-2015
Machinery Lubrication (Level 1)	Certificate	Short Course	19-Apr-2015
Machinery Lubrication (Level 2)	Certificate	Short Course	19-Apr-2015
Maintenance & Asset Management	Certificate	Short Course	19-Apr-2015
Maintenance Management	Certificate	Short Course	19-Apr-2015
Maintenance Shutdown Management	Certificate	Short Course	19-Apr-2015
Maintenance Work Planning & Control	Certificate	Short Course	19-Apr-2015
Mentoring & Coaching	Certificate	Short Course	19-Apr-2015
Microsoft Outlook	Certificate	Short Course	19-Apr-2015
Microsoft Project	Certificate	Short Course	19-Apr-2015
Microsoft Publisher	Certificate	Short Course	19-Apr-2015
Mines Works Quarries and Machinery Act	Certificate	Short Course	19-Apr-2015
Mobile Crane	Certificate	Short Course	19-Apr-2015
Motor 1-Rotating Machinery	Certificate	Short Course	19-Apr-2015
Motor 2-Protection Systems	Certificate	Short Course	19-Apr-2015
Negotiation Skills	Certificate	Short Course	19-Apr-2015
OHSAS 18001:2007	Certificate	Short Course	19-Apr-2015
OHSAS 18001:2007 Lead Auditors	Certificate	Short Course	19-Apr-2015
OHSAS 18001 for SHE Representatives	Certificate	Short Course	19-Apr-2015
OHSAS 18001(Introduction)	Certificate	Short Course	19-Apr-2015
OHSAS Implementation Training	Certificate	Short Course	19-Apr-2015
Oil Analysis (Level 1)	Certificate	Short Course	19-Apr-2015
Overhead Crane Training	Certificate	Short Course	19-Apr-2015
PMBOK Course	Certificate	Short Course	19-Apr-2015
PRINCE 2	Certificate	Short Course	19-Apr-2015

Planned Maintenance	Certificate	Short Course	19-Apr-2015
Practical Power Systems Protection	Certificate	Short Course	19-Apr-2015
Presentation Skills	Certificate	Short Course	19-Apr-2015
Pressure Vessel Testing	Certificate	Short Course	19-Apr-2015
Procon	Certificate	Short Course	19-Apr-2015
Programmable Logic Control(Advanced)	Certificate	Short Course	19-Apr-2015
Programmable Logic Control(Basic)	Certificate	Short Course	19-Apr-2015
Project Administration	Certificate	Short Course	19-Apr-2015
Project Cost Management	Certificate	Short Course	19-Apr-2015
Project Human Resource Management	Certificate	Short Course	19-Apr-2015
Project Integration Management	Certificate	Short Course	19-Apr-2015
Project Management Briefing	Certificate	Short Course	19-Apr-2015
Project Management Fundamentals	Certificate	Short Course	19-Apr-2015
Project Management for Community Projects	Certificate	Short Course	19-Apr-2015
Project Risk Management	Certificate	Short Course	19-Apr-2015
Project Scope Management	Certificate	Short Course	19-Apr-2015
Project Time Management	Certificate	Short Course	19-Apr-2015
Pump Maintenance	Certificate	Short Course	19-Apr-2015
Pump/ Motor Alignment	Certificate	Short Course	19-Apr-2015
Reliability Centered Spares	Certificate	Short Course	19-Apr-2015
Reliability Centred Maintenance	Certificate	Short Course	19-Apr-2015
Retrofitting	Certificate	Short Course	19-Apr-2015
Rigging Fundamentals	Certificate	Short Course	19-Apr-2015
Root Cause Failure Analysis	Certificate	Short Course	19-Apr-2015
Safe Lifting Orientation	Certificate	Short Course	19-Apr-2015
Safety Health & Environment Supervisor	Certificate	Short Course	19-Apr-2015
Safety Health & Environmental Representative(SHEREP)	Certificate	Short Course	19-Apr-2015
Safety Health Environmental Quality Management(SHEQM)	Certificate	Short Course	19-Apr-2015
Safety Health Environmental(SHE)Investigation & Reporting	Certificate	Short Course	19-Apr-2015
Safety Health and Environmental Auditors Course	Certificate	Short Course	19-Apr-2015
Scaffolding	Certificate	Short Course	19-Apr-2015
Skyjack Training	Certificate	Short Course	19-Apr-2015
Strategic Maintenance Outsourcing	Certificate	Short Course	19-Apr-2015
Submersible Pumps	Certificate	Short Course	19-Apr-2015
Supervisory Effectiveness	Certificate	Short Course	19-Apr-2015
Supervisory Training for Mining Supervisors	Certificate	Short Course	19-Apr-2015
Thermography	Certificate	Short Course	19-Apr-2015
Train the Trainer	Certificate	Short Course	19-Apr-2015
Truck Mounted Crane	Certificate	Short Course	19-Apr-2015
Understanding, Documenting & Implementing Integrated Management System	Certificate	Short Course	19-Apr-2015
Vibration Analysis (Level 1)	Certificate	Short Course	19-Apr-2015
Variable Speed Drives	Certificate	Short Course	19-Apr-2015
Vibration Analysis (Basic)	Certificate	Short Course	19-Apr-2015
Waste Management Fundamentals	Certificate	Short Course	19-Apr-2015
Workplace Safety	Certificate	Short Course	19-Apr-2015
Workshop Assistant Course	Certificate	Short Course	19-Apr-2015
Microsoft Powerpoint	Certificate	Short Course	22-Jan-2015
Customer Service	Certificate	Short Course	28-Aug-2014
Time Management	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 159**

**ETP0055**

Botswana Accountancy College  
Private Bag 00319  
Gaborone

Learning Programme	Level	Type	Date Accredited
Local Authorities Procurement and Asset Disposal	Certificate	Short Course	01-Feb-2017
Accounting for Islamic Financial Institutions	Certificate	Short Course	13-Jul-2015
Enterprise Risk Management	Certificate	Full Award	13-Jul-2015
Finance for Non Financial Managers	Certificate	Short Course	13-Jul-2015
Implementing Risk Management	Certificate	Short Course	13-Jul-2015
Islamic Banking and Takaful- Products and Services	Certificate	Short Course	13-Jul-2015
Islamic Capital Markets and Instruments	Certificate	Short Course	13-Jul-2015
Islamic Commercial Law	Certificate	Short Course	13-Jul-2015
Managing Risk	Certificate	Short Course	13-Jul-2015
Public Sector Procurement and Tender Mngement	Certificate	Short Course	13-Jul-2015
Risk Response and Reporting	Certificate	Short Course	13-Jul-2015
Business Continuity Management	Certificate	Short Course	14-Mar-2017
Postgraduate Certificate in Infrastructure Finance	Certificate	Full Award	14-Mar-2017
Postgraduate Certificate in Public Sector Project Management	Certificate	Full Award	14-Mar-2017
CISCO Certified Networking Associate Level 4 (CCNA)	Certificate	Short Course	15-Feb-2017
Enterprise Systems Fundamentals with SAP	Intermediate Certificate	Short Course	15-Feb-2017
Microsoft Office Applications	Intermediate Certificate	Short Course	15-Feb-2017

**No of Learning Programmes: 17**

**ETP0059**

Randall Management Consultants  
P.O. Box 550176  
Mogoditshane

Learning Programme	Level	Type	Date Accredited
Change Management	Certificate	Short Course	16-Mar-2015
Effective Minute-Taking Skills	Intermediate Certificate	Short Course	17-Oct-2016
Effective Performance Management	Certificate	Short Course	17-Oct-2016
Public Speaking & Presentation Skills	Certificate	Short Course	17-Oct-2016
Strategic Management	Certificate	Short Course	17-Oct-2016
Business Management	Certificate	Short Course	22-Jan-2015
Customer Care	Foundation Certificate	Short Course	26-Jan-2015
Effective Communication & Interpersonal Skills	Intermediate Certificate	Short Course	26-Jan-2015
Effective Supervisory Skills	Intermediate Certificate	Short Course	26-Jan-2015
Effective Team Building Skills	Intermediate Certificate	Short Course	26-Jan-2015
Emotional Intelligence	Certificate	Short Course	26-Jan-2015
Finance for Non-Finance Managers	Certificate	Short Course	26-Jan-2015
First Aid	Foundation Certificate	Short Course	26-Jan-2015
Food Hygiene and Safety	Foundation Certificate	Short Course	26-Jan-2015
Labour Relations	Certificate	Short Course	26-Jan-2015
Leadership Skills	Certificate	Short Course	26-Jan-2015
Management and Leadership Development	Certificate	Short Course	26-Jan-2015

Occupational Health & Safety Management	Certificate	Short Course	26-Jan-2015
Occupational Health & Safety Management	Foundation Certificate	Short Course	26-Jan-2015
Project Management	Certificate	Short Course	26-Jan-2015
Resource Management	Intermediate Certificate	Short Course	26-Jan-2015
Strategic Human Resource Management	Certificate	Short Course	26-Jan-2015
Stress Management	Certificate	Short Course	26-Jan-2015
The Balanced Scorecard	Certificate	Short Course	26-Jan-2015
Competency Based Interviews	Certificate	Short Course	27-Apr-2016

**No of Learning Programmes: 25**

**ETP0061**

Pinnalead  
P.O. Box 47306  
Gaborone

Learning Programme	Level	Type	Date Accredited
Developing The Leaders Around You	Certificate	Short Course	04-Jun-2014
Everyone Communicates, Few Connect	Certificate	Short Course	04-Jun-2014
How To Be a Real Success	Certificate	Short Course	04-Jun-2014
Leadership Gold	Certificate	Short Course	04-Jun-2014
Learning to Become a Person of Influence	Certificate	Short Course	04-Jun-2014
Put Your Dreams to the Test	Certificate	Short Course	04-Jun-2014
Sometimes You Win, Sometimes You Learn	Certificate	Short Course	04-Jun-2014
The 15 Invaluable Laws of Growth	Certificate	Short Course	04-Jun-2014
The 21 Irrefutable Laws of Leadership	Certificate	Short Course	04-Jun-2014
Today Matters	Certificate	Short Course	04-Jun-2014

**No of Learning Programmes: 10**

**ETP0062**

Construction Industry Trust Fund  
Private Bag BO 122  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Surveying	Foundation Certificate	Short Course	14-Dec-2013
Bricklaying	Foundation Certificate	Short Course	14-Dec-2013
Carpentry & Joinery	Foundation Certificate	Short Course	14-Dec-2013
Coded Welding	Certificate	Short Course	14-Dec-2013
Coded Welding	Foundation Certificate	Short Course	14-Dec-2013
Coded Welding	Intermediate Certificate	Short Course	14-Dec-2013
Concrete	Foundation Certificate	Short Course	14-Dec-2013
Electrical	Foundation Certificate	Short Course	14-Dec-2013
Estimating and Tendering	Certificate	Short Course	14-Dec-2013
Food Safety and Hygiene	Certificate	Short Course	14-Dec-2013
Heavy Plant Operator	Foundation Certificate	Short Course	14-Dec-2013
Hitches	Certificate	Short Course	14-Dec-2013
Introduction Supervisory and Site Management	Foundation Certificate	Short Course	14-Dec-2013
Knots	Certificate	Short Course	14-Dec-2013
Lifting Tackles	Certificate	Short Course	14-Dec-2013
Occupational Health & Safety	Certificate	Short Course	14-Dec-2013
Painting & Decorating	Foundation Certificate	Short Course	14-Dec-2013
Plastering and Tiling	Foundation Certificate	Short Course	14-Dec-2013
Plumbing	Foundation Certificate	Short Course	14-Dec-2013
Project Management	Certificate	Short Course	14-Dec-2013
Scaffolding & Ladder	Certificate	Short Course	14-Dec-2013
Scaffolding Erector & Inspector	Foundation Certificate	Short Course	14-Dec-2013
Shuttering	Foundation Certificate	Short Course	14-Dec-2013
Sling Tackle Manila	Certificate	Short Course	14-Dec-2013
Sling Tackle Steel	Certificate	Short Course	14-Dec-2013
Steel Fixing	Foundation Certificate	Short Course	14-Dec-2013
Wall & Floor Tiling	Foundation Certificate	Short Course	14-Dec-2013
Welding	Foundation Certificate	Short Course	14-Dec-2013

**No of Learning Programmes: 28**

**ETP0063**

Quality Skills & Frameworks Consultancy  
P.O. Box 60214  
Gaborone

Learning Programme	Level	Type	Date Accredited
Work in TVET as a Practising Trainer	Certificate	Short Course	04-Nov-2015
Assess Candidates against Standards	Certificate	Short Course	12-Jul-2014
Conduct A Meeting	Certificate	Short Course	12-Jul-2014
Determine Training Methods	Certificate	Short Course	12-Jul-2014
Facilitate Training Session	Certificate	Short Course	12-Jul-2014
Facilitation Skills	Certificate	Short Course	12-Jul-2014
Making a Presentation	Certificate	Short Course	12-Jul-2014
Management & Supervisory Skills	Certificate	Short Course	12-Jul-2014
Moderator Training Moderate Outcomes Based Assessment	Certificate	Short Course	12-Jul-2014
Note Taking & Minute Writing	Certificate	Short Course	12-Jul-2014
Orientation of New Employees	Certificate	Short Course	12-Jul-2014
Plan for Facilitation of a Training Session	Certificate	Short Course	12-Jul-2014
Prepare Learning Resources	Certificate	Short Course	12-Jul-2014
Produce Assessment Instruments	Certificate	Short Course	12-Jul-2014
Quality Customer Service	Certificate	Short Course	12-Jul-2014
Support and Implement RPL/RCC Assessment	Certificate	Short Course	12-Jul-2014
Emotional Intelligence	Certificate	Short Course	15-Dec-2016
Programme Design & Development in Outcomes Based Education & Training (OBET)	Certificate	Short Course	15-Dec-2016
Training Needs Assessment	Certificate	Short Course	15-Dec-2016

**No of Learning Programmes: 19**

**ETP0064**

Botswana National Productivity Centre  
Private Bag 00392  
Gaborone

Learning Programme	Level	Type	Date Accredited
Human Resource Management	Certificate	Short Course	26-Jan-2015
Labour Management Relations	Certificate	Short Course	26-Jan-2015
Quality Management System	Certificate	Short Course	26-Jan-2015



Smart Work Ethics	Certificate	Short Course	26-Jan-2015
Smart Work Ethics	Foundation Certificate	Short Course	26-Jan-2015
Smart Work Ethics	Intermediate Certificate	Short Course	26-Jan-2015
Training of Trainers	Certificate	Short Course	26-Jan-2015
Customer Service	Certificate	Short Course	28-Aug-2014

**No of Learning Programmes: 8**

**ETP0066**

Angie Kay Consultancy  
Private Bag 351  
Gaborone

Learning Programme	Level	Type	Date Accredited
Accelerated Leadership	Certificate	Short Course	12-Oct-2014
Achieving Sustained, Proactive, Exceptional Customer service	Intermediate Certificate	Short Course	12-Oct-2014
Call Centre Master-Class	Foundation Certificate	Short Course	12-Oct-2014
Charing Disciplinary Appeals	Certificate	Short Course	12-Oct-2014
Charing Disciplinary Inquiries	Certificate	Short Course	12-Oct-2014
Coaching, Mentorship and Emotional Intelligence	Certificate	Short Course	12-Oct-2014
Collaborative Performance Management & Recruitment	Certificate	Short Course	12-Oct-2014
Formal Corrective Discipline	Certificate	Short Course	12-Oct-2014
Grievance Handling	Certificate	Short Course	12-Oct-2014
Handling Disciplinary Appeals	Certificate	Short Course	12-Oct-2014
Initiating Disciplinary Enquiries	Certificate	Short Course	12-Oct-2014
Job Description Writing/Job Profiling	Certificate	Short Course	12-Oct-2014
Job Evaluation.	Foundation Certificate	Short Course	12-Oct-2014
Labour Law	Certificate	Short Course	12-Oct-2014
Managing Fraud Risk	Certificate	Short Course	12-Oct-2014
Managing Individual and Team Performance	Foundation Certificate	Short Course	12-Oct-2014
Mutual Gain Negotiation Skills	Certificate	Short Course	12-Oct-2014
Negotiations Skills	Certificate	Short Course	12-Oct-2014
Paterson System	Certificate	Short Course	12-Oct-2014
Performance Counselling	Certificate	Short Course	12-Oct-2014
Principles of Good Customer Service	Foundation Certificate	Short Course	12-Oct-2014
Remuneration Strategy and Policy	Certificate	Short Course	12-Oct-2014
Role Of Shop Steward	Certificate	Short Course	12-Oct-2014
Strategic Management for Understanding Customer Service	Intermediate Certificate	Short Course	12-Oct-2014
Strategic Negotiation Skills	Certificate	Short Course	12-Oct-2014
Strategic Sales Negotiations	Certificate	Short Course	12-Oct-2014
Supervisory Management Principles	Certificate	Short Course	12-Oct-2014
Telephone Skills for Customer Service Excellence	Foundation Certificate	Short Course	12-Oct-2014
Workplace Discipline	Certificate	Short Course	12-Oct-2014

**No of Learning Programmes: 29**

**ETP0067**

Water Utilities Training Centre  
Private Bag 00276  
Gaborone

Learning Programme	Level	Type	Date Accredited
Plumbing	Intermediate Certificate	Full Award	14-Aug-2014
Plumbing	Foundation Certificate		14-Dec-2013
Pipe Fitting	Certificate	Full Award	18-Nov-2015
Pipe Fitting	Intermediate Certificate	Full Award	18-Nov-2015
Pipe Fitting	Foundation Certificate		18-Nov-2015
Plumbing	Certificate	Full Award	18-Nov-2015

**No of Learning Programmes: 6**

**ETP0069**

Botswana Police College  
Private Bag 009  
Otse

Learning Programme	Level	Type	Date Accredited
Accident Investigation (Traffic & Driver Training Unit)	Certificate	Short Course	14-Jun-2015
Advanced Driving (Traffic & Driver Training Unit)	Certificate	Short Course	14-Jun-2015
Basic Driving Course (Traffic & Driver Training Unit)	Foundation Certificate	Short Course	14-Jun-2015
Basic Infimum (Policing & Management Unit)	Foundation Certificate	Short Course	14-Jun-2015
Basic Telecommunicators Course (Policing & Management Unit)	Foundation Certificate	Short Course	14-Jun-2015
Commercial Crime (Detective Training Unit)	Certificate	Short Course	14-Jun-2015
Computer Awareness (Policing & Management Unit)	Foundation Certificate	Short Course	14-Jun-2015
Crime & Criminal Recording System End User Training	Certificate	Short Course	14-Jun-2015
Crime Intelligence (Detective Training Unit)	Certificate	Short Course	14-Jun-2015
Crime Investigation Development (Detective Training Unit)	Certificate	Short Course	14-Jun-2015
Development Scenes of Crime Examination	Certificate	Short Course	14-Jun-2015
Driving Orientation for CTO (Traffic & Driver Training Unit)	Intermediate Certificate	Short Course	14-Jun-2015
Field Trainers (Policing & Management Unit)	Certificate	Short Course	14-Jun-2015
Forensic Awareness for Station Commanders	Certificate	Short Course	14-Jun-2015
Gender Workshop (Policing & Management Unit)	Foundation Certificate	Short Course	14-Jun-2015
Heavy Truck Course (Traffic & Driver Training Unit)	Certificate	Short Course	14-Jun-2015
Highway Patrol (Traffic & Driver Training Unit)	Certificate	Short Course	14-Jun-2015
Infimum Refresher (Policing & Management Unit)	Intermediate Certificate	Short Course	14-Jun-2015
Initial Crime Investigation (Detective Training Unit)	Foundation Certificate	Short Course	14-Jun-2015
Initial Scenes of Crime (Detective Training Unit)	Certificate	Short Course	14-Jun-2015
Initial Traffic Management (Traffic & Driver Training Unit)	Certificate	Short Course	14-Jun-2015
Intermediate Fingerprint (Detective Training Unit)	Intermediate Certificate	Short Course	14-Jun-2015
Introduction to Infimum (Policing & Management Unit)	Foundation Certificate	Short Course	14-Jun-2015
Management & Leadership Skills Programme	Certificate	Short Course	14-Jun-2015
Management Skills (Policing & Management Unit)	Certificate	Short Course	14-Jun-2015
Management of Serious Crime (Detective Training Unit)	Certificate	Short Course	14-Jun-2015
Motocycle Riding Course (Traffic & Driver Training Unit)	Intermediate Certificate	Short Course	14-Jun-2015
Motor Vehicle Theft Investigation (Detective Training Unit)	Certificate	Short Course	14-Jun-2015
Occupational Health & Safety Counselling Social Welfare Workshops (SC)	Certificate	Short Course	14-Jun-2015
Policing	Intermediate Certificate	Full Award	14-Jun-2015
Professional Driving Permit Bus Driving	Certificate	Short Course	14-Jun-2015
Professional Practise in Policing	Certificate	Full Award	14-Jun-2015
Prosecution Course (Policing & Management Unit)	Certificate	Short Course	14-Jun-2015
Refresher Crime Scene Examination (Detective Training Unit)	Certificate	Short Course	14-Jun-2015
Strategic Leadership Programme (International)	Certificate	Short Course	14-Jun-2015
Supervisory Skills (Policing & Management Unit)	Certificate	Short Course	14-Jun-2015

Telecommunication Supervisors	Intermediate Certificate	Short Course	14-Jun-2015
Traffic Management ( Traffic & Driver Training Unit)	Certificate	Short Course	14-Jun-2015
Trainer of Trainers (Policing & Management Unit)	Certificate	Short Course	14-Jun-2015
Tutor Constable ( Policing & Management Unit)	Certificate	Short Course	14-Jun-2015
WITS Facilitators Refresher (Policing & Management Unit)	Certificate	Short Course	14-Jun-2015
WITS Team Leaders Course (Policing & Management Unit)	Certificate	Short Course	14-Jun-2015

**No of Learning Programmes: 42**

**ETP0070**

Botswana University of Agriculture & Natural Resources  
Private Bag 27  
Gaborone

Learning Programme	Level	Type	Date Accredited
Advanced Irrigation Management and Scheduling	Certificate	Short Course	13-Dec-2013
Agro Chemicals Management	Intermediate Certificate	Short Course	13-Dec-2013
Bee Keeping	Intermediate Certificate	Short Course	13-Dec-2013
Beef Production Management System	Certificate	Short Course	13-Dec-2013
Borehole Siting, Drilling Equipment and Maintenance	Intermediate Certificate	Short Course	13-Dec-2013
Broiler Chicken Production	Certificate	Short Course	13-Dec-2013
Business Proposal	Certificate	Short Course	13-Dec-2013
Chainsaw Operation and Management	Intermediate Certificate	Short Course	13-Dec-2013
Citrus Production	Certificate	Short Course	13-Dec-2013
Dairy Goat Production	Certificate	Short Course	13-Dec-2013
Dairy Herd Health and Milk Hygiene	Certificate	Short Course	13-Dec-2013
Data analysis using SAS and SPSS	Certificate	Short Course	13-Dec-2013
Design of Irrigation System	Certificate	Short Course	13-Dec-2013
Design of Livestock, poultry Housing Structures	Intermediate Certificate	Short Course	13-Dec-2013
Designing with Indoor Plants	Intermediate Certificate	Short Course	13-Dec-2013
Diagnosis and Management of Vegetables Pests and Diseases	Certificate	Short Course	13-Dec-2013
Epidemiology of Infectious Diseases	Certificate	Short Course	13-Dec-2013
Establishing Dairy Production Unit	Intermediate Certificate	Short Course	13-Dec-2013
Extension Techniques	Intermediate Certificate	Short Course	13-Dec-2013
Farm Records and Accounts	Certificate	Short Course	13-Dec-2013
Fish Farming Management	Intermediate Certificate	Short Course	13-Dec-2013
Fodder Production	Certificate	Short Course	13-Dec-2013
Fruit Management	Intermediate Certificate	Short Course	13-Dec-2013
GIS application in Agriculture, Natural Resources and EIA	Intermediate Certificate	Short Course	13-Dec-2013
Impact of Climate Change on Agric. Livelihoods and Food Security	Intermediate Certificate	Short Course	13-Dec-2013
Implementation of irrigation Project	Certificate	Short Course	13-Dec-2013
Indigenous Chicken and Guinea Fowl	Intermediate Certificate	Short Course	13-Dec-2013
Introduction to Irrigation Management and Scheduling	Certificate	Short Course	13-Dec-2013
Irrigation with Treated Waste Water	Intermediate Certificate	Short Course	13-Dec-2013
Landscaping and Indoor Plant Management	Intermediate Certificate	Short Course	13-Dec-2013
Layer Chicken Production	Certificate	Short Course	13-Dec-2013
Layer Chicken Production	Intermediate Certificate	Short Course	13-Dec-2013
Marketing of Agricultural Products	Intermediate Certificate	Short Course	13-Dec-2013
Mushroom Production	Intermediate Certificate	Short Course	13-Dec-2013
Nursery Seeding and Tree Production	Intermediate Certificate	Short Course	13-Dec-2013
Pig Production	Intermediate Certificate	Short Course	13-Dec-2013
Practical Application and Interpretation of SPSS	Certificate	Short Course	13-Dec-2013
Rabbit Production and Management	Intermediate Certificate	Short Course	13-Dec-2013
Small Stock Production	Certificate	Short Course	13-Dec-2013
Soil and Rain Water Management in Agriculture	Certificate	Short Course	13-Dec-2013
Sustainable Dry Season Feeding	Intermediate Certificate	Short Course	13-Dec-2013
Tractor maintenance	Intermediate Certificate	Short Course	13-Dec-2013
Urban Agriculture	Certificate	Short Course	13-Dec-2013
Vegetable Production	Intermediate Certificate	Short Course	13-Dec-2013
Energy Generation from Livestock Waste	Intermediate Certificate	Short Course	15-Sep-2015
Flower Arrangement	Intermediate Certificate	Short Course	15-Sep-2015
Lawn Establishment Management	Intermediate Certificate	Short Course	15-Sep-2015

**No of Learning Programmes: 47**

**ETP0071**

Phronesis International College  
P.O. Box AE 500 AEH  
Gaborone

Learning Programme	Level	Type	Date Accredited
Counselling	Certificate	Full Award	14-Sep-2014

**No of Learning Programmes: 1**

**ETP0072**

Botswana Institute of Banking and Finance  
Private Bag 00404  
Gaborone

Learning Programme	Level	Type	Date Accredited
Credit Control and Collection(CCC)		Short Course	09-Aug-2019
Develop Repayment Policies and Procedures		Short Course	09-Aug-2019
Effective Debt Collection Strategies- Level 4		Short Course	09-Aug-2019
Treasury Management		Short Course	09-Aug-2019
Banking	Certificate	Full Award	23-Feb-2016

**No of Learning Programmes: 5**

**ETP0075**

Moeti Practicum Institute (Proprietary) Limited  
P.O. Box 70534  
Gaborone

Learning Programme	Level	Type	Date Accredited
Advanced Presentation Skills	Certificate	Short Course	01-Feb-2017
Basic Marketing Management	Certificate	Short Course	01-Feb-2017
Business Communications	Certificate	Short Course	01-Feb-2017
Entrepreneurship Development	Certificate	Short Course	01-Feb-2017
Occupational Health and Safety	Certificate	Short Course	01-Feb-2017
Sales and Marketing	Certificate	Short Course	01-Feb-2017
Strategic Management	Certificate	Short Course	01-Feb-2017
Business Etiquette and Ethics	Certificate	Short Course	02-Dec-2016
Service Excellence in The Workplace	Certificate	Short Course	02-Dec-2016
Service Excellence for Executives	Certificate	Short Course	02-Dec-2016

Emotional Intelligence	Certificate	Short Course	06-Mar-2015
Tourism and Hospitality Management	Certificate	Short Course	08-Mar-2017
Coaching for Results	Certificate	Short Course	15-Dec-2016
Conflict Management	Certificate	Short Course	15-Dec-2016
Customer Relationship Management	Certificate	Short Course	15-Dec-2016
Effective Presentation Skills for Executives	Certificate	Short Course	15-Dec-2016
Leadership Development	Certificate	Short Course	15-Dec-2016
Professional Networking	Certificate	Short Course	15-Dec-2016
Public Speaking	Certificate	Short Course	15-Dec-2016
Stress Management	Certificate	Short Course	15-Dec-2016
Supervisory Skills	Certificate	Short Course	15-Dec-2016
Work Ethics	Certificate	Short Course	15-Dec-2016
Customer Service Excellence	Certificate	Short Course	17-Jul-2014
Business Etiquette	Certificate	Short Course	26-Aug-2015
Presentation Skills	Certificate	Short Course	26-Aug-2015
Professional Conduct	Certificate	Short Course	26-Aug-2015

**No of Learning Programmes: 26**

**ETP0076**

Nampol College of Education

Private Bag 11

Molepolole

Learning Programme	Level	Type	Date Accredited
Business Skills	Certificate	Full Award	08-Apr-2015
Business management	Certificate	Full Award	08-Sep-2014
Child Psychology	Certificate	Short Course	10-Jun-2013
Introduction to Business	Certificate	Short Course	10-Jun-2013
Introduction to Business	Intermediate Certificate	Short Course	10-Jun-2013
Introduction to Business Communication	Certificate	Short Course	10-Jun-2013
Introduction to Quantitative Methods	Certificate	Short Course	10-Jun-2013
Introduction to Travel, Tourism and Hospitality	Intermediate Certificate	Short Course	10-Jun-2013
Language Development	Certificate	Short Course	10-Jun-2013
Organisation and Management	Certificate	Short Course	10-Jun-2013
Travel, Tourism and Hospitality	Intermediate Certificate	Full Award	10-Jun-2013
Certificate in Financial management	Certificate	Full Award	14-Aug-2014
Certificate in Business Information Systems	Certificate	Full Award	21-Apr-2014
Bookkeeping Accounts	Intermediate Certificate	Short Course	21-Jun-2016
Business Information Systems	Intermediate Certificate	Short Course	21-Jun-2016
Certificate in Secretarial & Administration	Certificate	Full Award	21-Jun-2016
Communication Studies	Certificate	Short Course	21-Jun-2016
Computer Systems Engineering	Foundation Certificate	Full Award	21-Jun-2016
Computerized Accounts	Intermediate Certificate	Short Course	21-Jun-2016
Creative and Expressive Activity	Certificate	Short Course	21-Jun-2016
Data Processing	Foundation Certificate	Short Course	21-Jun-2016
Dressing making and Fashion Design	Foundation Certificate	Full Award	21-Jun-2016
Early Childhood Education Management	Certificate	Full Award	21-Jun-2016
Early Childhood Teaching Methods	Certificate	Short Course	21-Jun-2016
English for Business Communication	Intermediate Certificate	Short Course	21-Jun-2016
Financial Management	Foundation Certificate	Short Course	21-Jun-2016
Health and Environmental Science	Certificate	Short Course	21-Jun-2016
Human Resource Management	Intermediate Certificate	Full Award	21-Jun-2016
IT Application and Skills	Intermediate Certificate	Short Course	21-Jun-2016
Introduction to Business Communication	Intermediate Certificate	Short Course	21-Jun-2016
Introduction to Accounting	Certificate	Short Course	21-Jun-2016
Introduction to Accounting	Intermediate Certificate	Short Course	21-Jun-2016
Introduction to Business Management	Certificate	Short Course	21-Jun-2016
Introduction to Cost and Management Accounting	Certificate	Short Course	21-Jun-2016
Introduction to Financial Accounting	Certificate	Short Course	21-Jun-2016
Introduction to Management	Intermediate Certificate	Short Course	21-Jun-2016
Introduction to a World of Computers	Intermediate Certificate	Short Course	21-Jun-2016
Introduction to networking	Intermediate Certificate	Short Course	21-Jun-2016
Managing People	Intermediate Certificate	Short Course	21-Jun-2016
Office Procedures	Intermediate Certificate	Short Course	21-Jun-2016
Personal Computer Hardware Support	Intermediate Certificate	Short Course	21-Jun-2016

Personnel Administration	Intermediate Certificate	Short Course	21-Jun-2016
Practical Data Processing	Intermediate Certificate	Short Course	21-Jun-2016
Pre-Mathematics	Certificate	Short Course	21-Jun-2016
Production of Teaching and Learning Aids	Certificate	Short Course	21-Jun-2016
Small Business Systems	Intermediate Certificate	Short Course	21-Jun-2016
Spreadsheet	Foundation Certificate	Short Course	21-Jun-2016
Spreadsheet Techniques	Intermediate Certificate	Short Course	21-Jun-2016
Teaching Practice	Certificate	Short Course	21-Jun-2016
The Computer	Intermediate Certificate	Short Course	21-Jun-2016
Word Processing	Foundation Certificate	Short Course	21-Jun-2016
Word Processing	Intermediate Certificate	Short Course	21-Jun-2016
Finance for Non-Finance Managers	Certificate	Short Course	22-Jan-2015
Automotive mechanics	Foundation Certificate	Full Award	28-Mar-2015

**No of Learning Programmes: 54**

**ETP0077**

Douglas Management Services (Pty) Ltd  
P.O. Box 487  
Mogoditshane

Learning Programme	Level	Type	Date Accredited
Auditor/Lead Auditor	Certificate	Short Course	16-Jun-2014
Awareness of Quality	Foundation Certificate	Short Course	16-Jun-2014
Awareness of Quality Management Systems	Intermediate Certificate	Short Course	16-Jun-2014
Foundations of Quality Control	Foundation Certificate	Short Course	16-Jun-2014
Health and Safety	Foundation Certificate	Short Course	16-Jun-2014
ISO 9001:2015 Quality Management Systems Bridging	Certificate	Short Course	16-Jun-2014
Process Management	Intermediate Certificate	Short Course	16-Jun-2014
Productivity in the Workplace	Foundation Certificate	Short Course	16-Jun-2014
Supervisory Skills	Foundation Certificate	Short Course	16-Jun-2014

**No of Learning Programmes: 9**

**ETP0078**

MaST Botswana (Pty) LTD  
P.O. Box 26001  
Gaborone

Learning Programme	Level	Type	Date Accredited
Assertive and Effective Interpersonal Communication	Certificate	Short Course	01-May-2015
Building Productive Relationships	Certificate	Short Course	01-May-2015
Building a High Performance Team	Certificate	Short Course	01-May-2015
Contact Centre	Certificate	Short Course	01-May-2015
Contact Centre	Intermediate Certificate	Short Course	01-May-2015
Effective Presentation Skills	Certificate	Short Course	01-May-2015
Effective Telephone Debt Collection	Certificate	Short Course	01-May-2015
Getting The Most Out Of Meetings	Certificate	Short Course	01-May-2015
Its your Business	Certificate	Short Course	01-May-2015
Managing Projects Successfully	Certificate	Short Course	01-May-2015
Master Coach-MaSI's Specialist Coaching Practice	Certificate	Short Course	01-May-2015
Master Leader	Certificate	Short Course	01-May-2015
Master Manager	Certificate	Short Course	01-May-2015
Office Management	Certificate	Short Course	01-May-2015
Performance Management	Certificate	Short Course	01-May-2015
Priority and Time Management	Certificate	Short Course	01-May-2015
Professional Selling Skills- Persuading People To Buy	Certificate	Short Course	01-May-2015
Selection Skills	Certificate	Short Course	01-May-2015
Service Excellence	Certificate	Short Course	01-May-2015
Successful Negotiation Skills	Certificate	Short Course	01-May-2015
Team Building/Brand Alignment	Certificate	Short Course	01-May-2015
Team Effectiveness leading change	Certificate	Short Course	01-May-2015
Team Leader skills	Certificate	Short Course	01-May-2015
Tele Ambassador	Certificate	Short Course	01-May-2015
The Effective Coach	Certificate	Short Course	01-May-2015
The Master Coach Process	Certificate	Short Course	01-May-2015
Train the Trainer	Certificate	Short Course	01-May-2015
Understanding the Behaviour Of People at work	Certificate	Short Course	01-May-2015
Writing For Results	Certificate	Short Course	01-May-2015
Writing for Results	Certificate	Short Course	01-May-2015
contact centre	Foundation Certificate	Short Course	01-May-2015
Customer Service	Certificate	Short Course	28-Aug-2014

**No of Learning Programmes: 32**

**ETP0079**

The Maddy Group (Pty) Ltd  
P.O. Box 602407  
Gaborone

Learning Programme	Level	Type	Date Accredited
Team Building		Short Course	
First aid		Short Course	10-Jan-2019
Maintain Health, Hygiene and a Professional Appearance		Short Course	10-Jan-2019
Occupational Health, Safety and Environment		Short Course	10-Jan-2019

**No of Learning Programmes: 4**

**ETP0080**

Dreamville College  
P.O. Box 70576  
Gaborone

Learning Programme	Level	Type	Date Accredited
Team Building	Certificate	Short Course	02-Dec-2013
Customer Service	Certificate	Short Course	19-Dec-2016
Economics for Decision Makers	Certificate	Short Course	19-Mar-2015
Entrepreneurship & Business Planning	Certificate	Short Course	19-Mar-2015
Financial Wellness & Debt Relief	Certificate	Short Course	19-Mar-2015
Introduction to Financial Management	Certificate	Short Course	19-Mar-2015
Leadership & Management Skills	Certificate	Short Course	19-Mar-2015
Project Management	Certificate	Short Course	19-Mar-2015
Research Methods	Certificate	Short Course	19-Mar-2015
Supervisory & Management Skills	Certificate	Short Course	19-Mar-2015

**No of Learning Programmes: 10**

**ETP0081**

EOH Consulting  
P.O. Box AD6 ADC  
Gaborone

Learning Programme	Level	Type	Date Accredited
Employee Performance Management System Training		Short Course	08-Apr-2019
Effective Team Building	Foundation Certificate	Short Course	17-Sep-2014
Effective Presentation Skills		Short Course	27-Jun-2019
Effective Teamwork and Team Building		Short Course	27-Jun-2019
Applied Performance Management	Certificate	Short Course	28-Jan-2014
Effective Presentation Skills	Certificate	Short Course	28-Jan-2014
Employee Performance Management System Training	Certificate	Short Course	28-Jan-2014
Management Development Programme	Certificate	Short Course	28-Jan-2014
Managing Initiatives for Successful Strategy Execution	Certificate	Short Course	28-Jan-2014
New Managers Development Programme	Certificate	Short Course	28-Jan-2014
Palladium Kaplan-Norton Balanced Scorecard Certification Boot Camp	Certificate	Short Course	28-Jan-2014
Project Management	Certificate	Short Course	28-Jan-2014
Senior Management Development Programme	Certificate	Short Course	28-Jan-2014
Strategy Execution through Balanced Scorecard	Certificate	Short Course	28-Jan-2014
Understanding and Implementing the Balanced Scorecard	Certificate	Short Course	28-Jan-2014

No of Learning Programmes: 15

**ETP0082**

Botswana Society For The Deaf  
P.O. Box V373  
Ramotswa

Learning Programme	Level	Type	Date Accredited
Botswana Sign Language	Certificate	Short Course	22-Feb-2015
Sign Language	Foundation Certificate	Short Course	22-Feb-2015
Sign Language	Intermediate Certificate	Short Course	22-Feb-2015

No of Learning Programmes: 3

**ETP0083**

Mazars  
P.O. Box 401805  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Health and Safety		Short Course	
Controlling and Locating Stock		Short Course	
Advanced Excel	Above Certificate	Short Course	01-Feb-2017
HIV & AIDS Awareness in the Workplace	Foundation Certificate	Short Course	01-Feb-2017
Occupational Health & Safety	Certificate	Short Course	10-Jun-2013
Team Building	Foundation Certificate	Short Course	15-Dec-2016
Time Management	Foundation Certificate	Short Course	15-Dec-2016
Racking & Stacking of Stock	Foundation Certificate	Short Course	20-Nov-2016
Value Added Tax(VAT)	Certificate	Short Course	22-Jan-2015
Introduction to Computers	Foundation Certificate	Short Course	23-Feb-2017
Basic Fire Marshal		Short Course	25-Jul-2019
Finance For Non Finance Managers		Short Course	25-Jul-2019
First aid		Short Course	25-Jul-2019
Introduction to Income and Withholding Tax		Short Course	25-Jul-2019
Occupational Health and Safety		Short Course	25-Jul-2019
Quick Books		Short Course	25-Jul-2019
Selling Skills		Short Course	25-Jul-2019
Team Building		Short Course	25-Jul-2019
Time Management		Short Course	25-Jul-2019
Working at Heights		Short Course	25-Jul-2019
Application of IFRS	Certificate	Short Course	26-Jul-2015
Application of IFRS (SME)	Intermediate Certificate	Short Course	26-Jul-2015
Basic Health and Safety at Work	Foundation Certificate	Short Course	26-Jul-2015
Bookkeeping Basics	Foundation Certificate	Short Course	26-Jul-2015
Communication Skills & Mail Management	Certificate	Short Course	26-Jul-2015
Customer Excellence	Intermediate Certificate	Short Course	26-Jul-2015
Effective Communication & Supervisory Skills	Certificate	Short Course	26-Jul-2015
Effective Selling and Customer Relations	Certificate	Short Course	26-Jul-2015
Excel	Foundation Certificate	Short Course	26-Jul-2015
Excel	Intermediate Certificate	Short Course	26-Jul-2015
Finance for Non-Financial Managers	Certificate	Short Course	26-Jul-2015
Finance for Non-Financial Managers	Foundation Certificate	Short Course	26-Jul-2015
Finance for Non-Financial Managers	Intermediate Certificate	Short Course	26-Jul-2015
Introduction to Income Tax and Withholding Tax	Foundation Certificate	Short Course	26-Jul-2015
Ms PowerPoint	Certificate	Short Course	26-Jul-2015
Ms Word	Certificate	Short Course	26-Jul-2015
Quickbooks	Intermediate Certificate	Short Course	26-Jul-2015
Understanding Finance Basics	Foundation Certificate	Short Course	26-Jul-2015
Employee Relations	Foundation Certificate	Short Course	30-Nov-2016
Inventory Management and Control	Foundation Certificate	Short Course	30-Nov-2016
Receiving and Dispatching Stock	Foundation Certificate	Short Course	30-Nov-2016
Basic Fire Warden	Foundation Certificate	Short Course	31-Mar-2017

No of Learning Programmes: 42

**ETP0084**

Career Diversity (Pty) Ltd  
P.O. Box 10042  
Gaborone

Learning Programme	Level	Type	Date Accredited
Culture in the Workplace	Certificate	Short Course	14-Aug-2014
Setswana Language Training	Intermediate Certificate	Short Course	14-Aug-2014
Supervisory Skills	Certificate	Short Course	17-Jul-2014
Basic Business Management	Certificate	Short Course	24-Feb-2014
Customer Care Service	Certificate	Short Course	24-Feb-2014
Industrial Relations	Certificate	Short Course	24-Feb-2014
Overview of Entrepreneurship	Certificate	Short Course	24-Feb-2014
Power Of Motivation For Managers	Certificate	Short Course	24-Feb-2014
Secretarial Development Training	Certificate	Short Course	24-Feb-2014
Team Building	Certificate	Short Course	28-Jan-2014

No of Learning Programmes: 10

**ETP0085**

African Aquatics  
Private bag BR 319  
Gaborone

Learning Programme	Level	Type	Date Accredited
Learn to Swim Adult Training	Certificate	Short Course	17-Sep-2014
Learn to Swim Instructors Training	Certificate	Short Course	26-Mar-2014

No of Learning Programmes: 2

**ETP0086**

Mainpoint (Pty) Ltd  
P.O. Box 503284  
Gaborone

Learning Programme	Level	Type	Date Accredited
Environmental Impact Assessment	Intermediate Certificate	Short Course	04-Apr-2015
Environmental Management Law	Foundation Certificate	Short Course	04-Apr-2015
Environmental Management Law	Intermediate Certificate	Short Course	04-Apr-2015
Environmental Management System	Foundation Certificate	Short Course	04-Apr-2015
Environmental Management System	Intermediate Certificate	Short Course	04-Apr-2015
Environmental Impact Assessment	Foundation Certificate	Short Course	04-Apr-2015
Occupational Health and Safety Law	Certificate	Short Course	04-Apr-2015
Safety, Health and Environment (SHE) Management Systems for SHE Representatives	Certificate	Short Course	13-Jan-2016
Understanding and Implementing Occupational Health and Safety Management Systems	Certificate	Short Course	13-Jan-2016

No of Learning Programmes: 9

**ETP0087**

Granjo Holdings  
PO BOX 389 AAH  
Gaborone

Learning Programme	Level	Type	Date Accredited
Building Effective Teams	Certificate	Short Course	13-Jan-2016
Customer Oriented Interviews	Certificate	Short Course	13-Jan-2016
Customer Relations	Certificate	Short Course	13-Jan-2016
Supervisory and Management skills	Certificate	Short Course	13-Jan-2016
Prospecting skills	Certificate	Short Course	19-Dec-2016
Stress Management	Certificate	Short Course	19-Dec-2016
Sales Skills	Certificate	Short Course	19-Dec-2016
Time Management	Certificate	Short Course	29-Jul-2015

No of Learning Programmes: 8

**ETP0088**

Claritech Institute  
P.O. Box 30146  
Francistown

Learning Programme	Level	Type	Date Accredited
Safety Health and Environment(SHE)		Short Course	02-Apr-2019

No of Learning Programmes: 1

**ETP0089**

Customer Service Clinic  
P. O. Box 47356  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Selling Skills	Foundation Certificate	Short Course	28-Apr-2014
Elements of Customer Service	Intermediate Certificate	Short Course	28-Apr-2014
Supervising Excellent Customer Service	Certificate	Short Course	28-Apr-2014

No of Learning Programmes: 3

**ETP0091**

Solahart Botswana  
P.O. Box 20076  
Gaborone

Learning Programme	Level	Type	Date Accredited
Air Conditioning	Intermediate Certificate	Short Course	02-Dec-2014
Introduction to Energy Management	Certificate	Short Course	02-Dec-2014
Introduction to Energy Management	Foundation Certificate	Short Course	02-Dec-2014
Introduction to Solar Photovoltaic Systems	Certificate	Short Course	02-Dec-2014
Introduction to Solar Photovoltaic Systems	Foundation Certificate	Short Course	02-Dec-2014
Solar Photovoltaic	Intermediate Certificate	Short Course	02-Dec-2014
Solar Water heating	Intermediate Certificate	Short Course	02-Dec-2014

No of Learning Programmes: 7

**ETP0092**

SAPOL Services  
P.O. Box 486  
Mahalapye

Learning Programme	Level	Type	Date Accredited
Fire Safety		Short Course	
Basic Principles in Occupational Hygiene		Short Course	14-Aug-2019
Safety, Health and Environment Representative		Short Course	15-Apr-2019
Integrated Health Promotion (Wellness)		Short Course	26-Jun-2019

No of Learning Programmes: 4

**ETP0093**

Cignex Investments  
P.O. Box 502925  
Gaborone

Learning Programme	Level	Type	Date Accredited
Advanced Presentation (Microsoft Powerpoint)	Certificate	Short Course	11-Oct-2014
Advanced Spreadsheet (Microsoft Excel)	Certificate	Short Course	11-Oct-2014
Advanced Word Processing(Microsoft Word)	Certificate	Short Course	11-Oct-2014
Basic Computer Skills(Microsoft Applications)	Foundation Certificate	Short Course	11-Oct-2014
Foundation Project Management(Microsoft Project)	Foundation Certificate	Short Course	11-Oct-2014
Intermediate Database(Microsoft Access)	Intermediate Certificate	Short Course	11-Oct-2014

Intermediate Spreadsheet(Microsoft Excel)	Intermediate Certificate	Short Course	11-Oct-2014
---	--------------------------	--------------	-------------

**No of Learning Programmes: 7**

**ETP0094**

Limkokwing University of Creative Technology  
P/Bag 0092  
Gaborone

Learning Programme	Level	Type	Date Accredited
Information Technology	Certificate	Full Award	10-Jun-2013
Architectural Technology	Certificate	Full Award	16-Dec-2015
Broadcasting (Radio and TV)	Certificate	Full Award	16-Dec-2015
Digital Video	Certificate	Full Award	16-Dec-2015
Event Management	Certificate	Full Award	16-Dec-2015
Fashion and Textiles	Certificate	Full Award	16-Dec-2015
Graphic Design	Certificate	Full Award	16-Dec-2015
Hospitality Management	Certificate	Full Award	16-Dec-2015
Interactive Multimedia	Certificate	Full Award	16-Dec-2015
Interior Design	Certificate	Full Award	16-Dec-2015
Merchandising & Retailing	Certificate	Full Award	16-Dec-2015
Music Design	Certificate	Full Award	16-Dec-2015
Product Design	Certificate	Full Award	16-Dec-2015
Retail & Marketing Management	Certificate	Full Award	16-Dec-2015
Tourism Management	Certificate	Full Award	16-Dec-2015
Marketing	Certificate	Full Award	17-Sep-2013
Travel & Tourism	Certificate	Full Award	17-Sep-2013
Software Engineering	Certificate	Full Award	21-Oct-2015
Business Information Systems	Certificate	Full Award	28-Jan-2014

**No of Learning Programmes: 19**

**ETP0095**

Kester Investments (Pty) Ltd  
P.O. Box 21 ABE  
Gaborone

Learning Programme	Level	Type	Date Accredited
Hazardous Substances	Intermediate Certificate	Short Course	28-Apr-2014
Office Safety	Intermediate Certificate	Short Course	28-Apr-2014
Walking and Working Surfaces (Fall Protection)	Foundation	Short Course	31-Oct-2013

**No of Learning Programmes: 3**

**ETP0096**

Growth Point Training and Development  
P.O. Box 60274  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Fire safety		Short Course	
Basic first aid		Short Course	
Customer Service Essentials		Short Course	
Effective Organizational Communication		Short Course	
Employee Wellness		Short Course	
Introduction to Sales and Marketing		Short Course	
Occupational Health & Safety		Short Course	
Hira Hazard Identification and Risk Assessment		Short Course	17-Jul-2019
Safety at Heights		Short Course	18-Jul-2019

**No of Learning Programmes: 9**

**ETP0097**

The Custodian  
P.O. Box 504599  
Gaborone

Learning Programme	Level	Type	Date Accredited
Forklift Truck Operations	Certificate	Short Course	29-Oct-2014
Lifting and Rigging Equipment	Certificate	Short Course	29-Oct-2014
Overhead Crane Operations	Certificate	Short Course	29-Oct-2014
Skid Steer Loader Operator	Certificate	Short Course	29-Oct-2014
Truck-Mounted Crane Operations	Certificate	Short Course	29-Oct-2014

**No of Learning Programmes: 5**

**ETP0098**

Perfect Computers  
P.O. Box 350020  
Maun

Learning Programme	Level	Type	Date Accredited
Spreadsheets Essentials	Intermediate Certificate	Short Course	15-Dec-2016
Wordprocessing Essentials	Intermediate Certificate	Short Course	15-Dec-2016

**No of Learning Programmes: 2**

**ETP0099**

Global Consult (PTY) LTD  
P.O. Box 46181  
Gaborone

Learning Programme	Level	Type	Date Accredited
General Management		Short Course	05-Feb-2019
Health, Safety and Wellbeing		Short Course	05-Feb-2019
Human Resource Management		Short Course	05-Feb-2019
Human Resource Management	Certificate	Short Course	10-Jun-2013
Health & Safety Foundation	Certificate	Short Course	26-Aug-2014
Managing In A Strategic Business Context	Certificate	Short Course	26-Aug-2014
Managing Information	Certificate	Short Course	26-Aug-2014
Performance Management	Certificate	Short Course	26-Aug-2014

**No of Learning Programmes: 8**

**ETP0101**

Encyclo Institute  
P.O. Box 404333  
Gaborone

Learning Programme	Level	Type	Date Accredited
Food Safety and Hygiene	Certificate	Short Course	16-Dec-2014

Occupational Health and Safety	Certificate	Short Course	16-Dec-2014
Occupational Health and Safety	Foundation Certificate	Short Course	16-Dec-2014
Occupational Health and Safety	Intermediate Certificate	Short Course	16-Dec-2014
Solid Waste Management	Certificate	Short Course	16-Dec-2014
Food Safety and Hygiene		Short Course	17-Jul-2019
Health Care Waste Management	Certificate	Short Course	24-Nov-2015

No of Learning Programmes: 7

**ETP0102**

Polynew Consultancy  
P.O. Box AE 664 AE  
Gaborone

Learning Programme	Level	Type	Date Accredited
Effective Customer Service		Short Course	
Effective Risk Management		Short Course	
Effective Time Management		Short Course	
Finance For Non Finance Managers		Short Course	
Leadership and Management Skills		Short Course	
Principles of Early Childhood Education		Short Course	
Team Building		Short Course	
Total Quality Management		Short Course	
Workplace Ethics		Short Course	
Coaching and Mentoring Skills		Short Course	02-Aug-2019
Effective Performance Improvement		Short Course	07-Aug-2019
Workplace Fire Prevention and Management		Short Course	07-Aug-2019
Train the Trainer		Short Course	10-Jul-2019
Emotional Intelligence		Short Course	15-Apr-2019
Basic Occupational Health and Safety		Short Course	17-Jul-2019
First aid		Short Course	17-Jul-2019

No of Learning Programmes: 16

**ETP0104**

Information Academy  
P. O. Box 81008  
Gaborone

Learning Programme	Level	Type	Date Accredited
Business Coaching Systems	Certificate	Short Course	19-Apr-2015
Business and Office Support	Intermediate Certificate	Short Course	19-Apr-2015
Management and Leadership	Intermediate Certificate	Short Course	19-Apr-2015
Office Support	Foundation Certificate	Short Course	19-Apr-2015
Occupational Health and Safety	Intermediate Certificate	Short Course	28-Apr-2015

No of Learning Programmes: 5

**ETP0105**

RPC Data Limited  
Private Bag BR 42  
Gaborone

Learning Programme	Level	Type	Date Accredited
Oracle Applications Systems Administrator	Certificate	Short Course	26-Mar-2014
Oracle BI Suite EE 10g: Create Reports & Dashboards	Certificate	Short Course	26-Mar-2014
Oracle DBA Workshop 1	Certificate	Short Course	26-Mar-2014
Oracle Database 10g: Managing Oracle on Linux for DBAs	Certificate	Short Course	26-Mar-2014
Oracle Database: Advanced PL/SQL	Certificate	Short Course	26-Mar-2014
Oracle Database: Introduction to SQL	Certificate	Short Course	26-Mar-2014
Oracle Discoverer Administrator	Certificate	Short Course	26-Mar-2014
Oracle Reports Developer 10g: Build Reports	Certificate	Short Course	26-Mar-2014
Suse Linux Server	Certificate	Short Course	26-Mar-2014

No of Learning Programmes: 9

**ETP0106**

Kitso International College  
P.O. BOX 20992  
Gaborone

Learning Programme	Level	Type	Date Accredited
Certificate in Automotive Body Repair and Painting Technology	Certificate	Short Course	14-Mar-2017
Certificate in Automotive Collision and Estimation	Certificate	Short Course	14-Mar-2017
Certificate in Automotive in Electrical Technology	Certificate	Short Course	14-Mar-2017
Certificate in Business Entrepreneurship	Certificate	Short Course	14-Mar-2017
Certificate in Occupational Health and Safety	Certificate	Short Course	14-Mar-2017
Certificate in Project Management	Certificate	Short Course	14-Mar-2017
Certificate in Security and Risk Management	Certificate	Short Course	14-Mar-2017
Certificate in Automotive Mechanical Technology	Certificate	Short Course	22-Mar-2017

No of Learning Programmes: 8

**ETP0108**

Lumbidzani (PTY) LTD  
P.O. Box 696  
Metsimothabe

Learning Programme	Level	Type	Date Accredited
Team Work and Team Building		Short Course	11-Jul-2019

No of Learning Programmes: 1

**ETP0110**

Melion (Pty) Ltd  
P.O. Box 21715  
Gaborone

Learning Programme	Level	Type	Date Accredited
First Aid	Certificate	Short Course	04-Nov-2015
First Aid	Intermediate Certificate	Short Course	04-Nov-2015
Basic Fire Prevention & Management	Foundation Certificate	Short Course	15-Dec-2014
Basic First Aid	Foundation Certificate	Short Course	15-Dec-2014
Fire Prevention & Management	Certificate	Short Course	15-Dec-2014
Fire Prevention & Management	Intermediate Certificate	Short Course	15-Dec-2014
Environmental Friendly Waste Management	Intermediate Certificate	Short Course	28-Apr-2015
Safe Handling of Hazardous Substance/Materials	Intermediate Certificate	Short Course	28-Apr-2015
Safety,Health,Environment & Quality Management	Certificate	Short Course	28-Apr-2015

No of Learning Programmes: 9



**ETP0111**

Service Plus (Pty) Ltd of Gaborone  
P.O Box 70901  
Gaborone

Learning Programme	Level	Type	Date Accredited
Money Laundering		Short Course	02-Feb-2019
Industrial Relations	Certificate	Short Course	02-Nov-2016
Leadership	Certificate	Short Course	02-Nov-2016
Performance Management	Certificate	Short Course	02-Nov-2016
Duty of Care and Telling Study	Intermediate Certificate	Short Course	17-Jun-2015
Fraud Management	Certificate	Short Course	17-Jun-2015
Introduction to Money Laundering	Intermediate Certificate	Short Course	17-Jun-2015
Sales and Presentation	Certificate	Short Course	17-Jun-2015
Customer Service	Intermediate Certificate	Short Course	26-Aug-2014
Team Building	Intermediate Certificate	Short Course	28-Jan-2014

**No of Learning Programmes: 10**

**ETP0112**

Desmas Consultants  
P.O. Box 5182  
Gaborone

Learning Programme	Level	Type	Date Accredited
Management & Supervisory Skills	Certificate	Short Course	12-Jul-2014
Customer Care	Certificate	Short Course	17-Sep-2014
Effective Communication Skills	Certificate	Short Course	23-Mar-2017
Leadership Skills	Certificate	Short Course	26-Jan-2015
Basic Finance	Certificate	Short Course	27-Jul-2015
Customer Care for Industrial Class Employees	Foundation Certificate	Short Course	27-Jul-2015
Effective Presentation Skills	Certificate	Short Course	27-Jul-2015
Effective Reporting Writing Skills	Certificate	Short Course	27-Jul-2015
Management Development Part 1	Certificate	Short Course	27-Jul-2015
Management Development Part II	Certificate	Short Course	27-Jul-2015
Managing Discipline & Grievance Handling	Certificate	Short Course	27-Jul-2015
Microsoft Access	Certificate	Short Course	27-Jul-2015
Microsoft Excel	Certificate	Short Course	27-Jul-2015
Microsoft Powerpoint	Certificate	Short Course	27-Jul-2015
Microsoft Word	Foundation Certificate	Short Course	27-Jul-2015
Project Management	Certificate	Short Course	27-Jul-2015
Purchasing & Supplies Administration	Certificate	Short Course	27-Jul-2015
Records Management	Certificate	Short Course	27-Jul-2015
Strategic Human Resource Management	Certificate	Short Course	27-Jul-2015
Strategic Management	Certificate	Short Course	27-Jul-2015
Training Needs Analysis	Certificate	Short Course	27-Jul-2015

**No of Learning Programmes: 21**

**ETP0115**

Upcountry Defensive Driving School  
P.O. BOX 550229

Learning Programme	Level	Type	Date Accredited
Defensive Driving	Intermediate Certificate	Short Course	29-Oct-2014
Forklift Truck Training	Certificate	Short Course	29-Oct-2014
Overhead Crane Operator	Certificate	Short Course	29-Oct-2014

**No of Learning Programmes: 3**

**ETP0116**

Cathedral Commercial School  
P.O. Box 218  
Gaborone

Learning Programme	Level	Type	Date Accredited
Secretarial Studies	Certificate	Full Award	02-Dec-2013
Business management	Certificate	Full Award	08-Sep-2014
Secretarial Studies	Foundation Certificate	Short Course	10-Jun-2013
Health and Safety	Certificate	Full Award	13-Jan-2016
Leisure Management	Certificate	Full Award	16-Mar-2015
Marketing Management	Certificate	Full Award	16-Mar-2015
Public Relations	Certificate	Full Award	16-Nov-2014
Human Resource Management	Certificate	Full Award	28-Jan-2014

**No of Learning Programmes: 8**

**ETP0120**

Gaborone College of Culinary Arts  
P.O. Box 608 AEH  
Botswana

Learning Programme	Level	Type	Date Accredited
Bartending	Foundation Certificate	Short Course	28-Aug-2014
Basic Baking Skills	Intermediate Certificate	Short Course	28-Aug-2014
Basic Catering Operations	Foundation Certificate	Short Course	28-Aug-2014
Customer Service	Certificate	Short Course	28-Aug-2014
Food & Beverage Services	Certificate	Full Award	28-Aug-2014
Food Preparation & Cooking	Certificate	Full Award	28-Aug-2014
Food Sanitation & Safety	Intermediate Certificate	Short Course	28-Aug-2014
Hot & Cold Desserts Preparation	Certificate	Short Course	28-Aug-2014
Waitron Skills	Certificate	Short Course	28-Aug-2014

**No of Learning Programmes: 9**

**ETP0121**

Logan Business College  
P.O. Box 21498  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Food Safety and Hygiene		Short Course	15-May-2019
Effective Teamwork and Team Building		Short Course	15-May-2019
Project Management		Short Course	15-May-2019
Comptia A+		Short Course	18-Jul-2019
International Computer Driving License (ICDL)		Short Course	18-Jul-2019
Microsoft Certified Solutions Associate (MCSA)		Short Course	18-Jul-2019

Comptia N+		Short Course	19-Jul-2019
Comptia Security+		Short Course	19-Jul-2019
Customer Care		Short Course	24-Apr-2019
Performance Management and Development		Short Course	24-Apr-2019
Sales and Marketing		Short Course	24-Apr-2019

**No of Learning Programmes: 11**

**ETP0123**

Human Capital Interventions Pty (Ltd)  
P.O. Box 1206  
Mogoditshane

Learning Programme	Level	Type	Date Accredited
Enhancing Employee Relations		Short Course	10-Jul-2019
Managing Discipline		Short Course	10-Jul-2019

**No of Learning Programmes: 2**

**ETP0124**

Avive Training Institute (PTY) LTD  
P.O. Box 47671  
Gaborone

Learning Programme	Level	Type	Date Accredited
Dermal Puncture and Capillary Blood Collection	Intermediate Certificate	Short Course	10-Jul-2015
Packaging & Shipping Infectious Substance	Foundation Certificate	Short Course	10-Jul-2015
Routine Vein-puncture	Intermediate Certificate	Short Course	10-Jul-2015
Special Topics of Phlebotomy	Intermediate Certificate	Short Course	10-Jul-2015
Infection, Prevention & Control	Intermediate Certificate	Short Course	16-Aug-2016
Monitoring & Evaluation	Foundation Certificate	Short Course	22-May-2016
Results Based Monitoring and Evaluation	Foundation Certificate	Short Course	22-May-2016

**No of Learning Programmes: 7**

**ETP0126**

Celavie Corporate Training  
P.O. Box 25657  
Gaborone

Learning Programme	Level	Type	Date Accredited
Accounting For VAT	Certificate	Short Course	05-May-2015
Anger Management	Certificate	Short Course	05-May-2015
Business Communication	Certificate	Short Course	05-May-2015
Business Plan Writing Course	Certificate	Short Course	05-May-2015
Cash Flow Management in Botswana	Certificate	Short Course	05-May-2015
Company Tax in Botswana	Certificate	Short Course	05-May-2015
Conducting Effective Performance Reviews	Certificate	Short Course	05-May-2015
Creating A Customer Service Culture	Certificate	Short Course	05-May-2015
Crisis Management	Certificate	Short Course	05-May-2015
Critical Thinking and Innovation	Intermediate Certificate	Short Course	05-May-2015
Critical thinking	Intermediate Certificate	Short Course	05-May-2015
Delegation	Certificate	Short Course	05-May-2015
Finance for Non Finance Managers	Certificate	Short Course	05-May-2015
Leadership Skills For Supervisors	Certificate	Short Course	05-May-2015
Motivation	Certificate	Short Course	05-May-2015
Negotiation Skills	Certificate	Short Course	05-May-2015
Performance Management	Certificate	Short Course	05-May-2015
Personal & Withholding Tax	Certificate	Short Course	05-May-2015
Strategic Planning & Management	Certificate	Short Course	05-May-2015
Talent Management	Certificate	Short Course	05-May-2015
Understanding Emotional Intelligence	Intermediate Certificate	Short Course	05-May-2015
Stress Management	Certificate	Short Course	10-Jun-2013
Change Management	Certificate	Short Course	16-Mar-2015
Conflict Resolution	Certificate	Short Course	17-Jul-2014
Team Building	Certificate	Short Course	28-Jan-2014
Time Management	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 26**

**ETP0127**

Star June Investments  
P.O. Box 202381  
Gaborone

Learning Programme	Level	Type	Date Accredited
First Aid	Foundation Certificate	Short Course	17-Jul-2014
First Aid	Intermediate Certificate	Short Course	19-Mar-2015
Fire Prevention & Management	Certificate	Short Course	23-Feb-2015
Fire Prevention & Management	Foundation Certificate	Short Course	23-Feb-2015
Fire Prevention & Management	Intermediate Certificate	Short Course	23-Feb-2015
First Aid	Certificate	Short Course	28-May-2015

**No of Learning Programmes: 6**

**ETP0128**

Potlako Emergency Trainers  
P.O. Box AD 531 ADD  
Gaborone

Learning Programme	Level	Type	Date Accredited
First Aid	Foundation Certificate	Short Course	04-Nov-2015
Fire Fighting	Intermediate Certificate	Short Course	06-Dec-2016
Safety, Health and Environment	Intermediate Certificate	Short Course	06-Dec-2016
Basic Fire Fighting	Foundation Certificate	Short Course	10-Jun-2013
First Aid	Intermediate Certificate	Short Course	19-Mar-2015
Occupational Health and Safety	Intermediate Certificate	Short Course	28-Apr-2015

**No of Learning Programmes: 6**

**ETP0130**

Nandos Botswana Holdings  
Private Bag BO270  
Gaborone

Learning Programme	Level	Type	Date Accredited
Bill Customers and Process Payments in a Commercial Food and Beverage	Intermediate Certificate	Short Course	22-Jan-2015

Demonstrate Knowledge of Food and Beverage Control Measure in a Hospitality	Intermediate Certificate	Short Course	22-Jan-2015
Greet and Seat Customers, and Take Orders in a Hospitality Establishment	Foundation Certificate	Short Course	22-Jan-2015
Prepare Food and Beverage Orders for Take Away Service in a Hospitality Establishment	Intermediate Certificate	Short Course	22-Jan-2015
Prepare and Serve Hot and Cold Non Alcoholic Drinks in a Commercial Food and	Intermediate Certificate	Short Course	22-Jan-2015
Serve Food and Establishment in a Hospitality Establishment	Certificate	Short Course	22-Jan-2015

**No of Learning Programmes: 6**

**ETP0131**

Flame Lily Training Centre  
P.O. Box 12  
Kazungula

Learning Programme	Level	Type	Date Accredited
First Aid	Foundation Certificate	Short Course	28-May-2015

**No of Learning Programmes: 1**

**ETP0132**

Gaborone Commercial College of Higher Studies  
P. O. Box 201095  
Gaborone

Learning Programme	Level	Type	Date Accredited
Purchasing and Supply Management	Certificate	Full Award	02-Dec-2013
Business Management	Certificate	Full Award	08-Apr-2015
Business Skills	Certificate	Full Award	08-Apr-2015
Information Technology	Intermediate Certificate	Full Award	10-Jun-2013
HIV/AIDS Management	Intermediate Certificate	Full Award	10-Jun-2013
Information Technology	Certificate	Full Award	10-Jun-2013
Community Development	Certificate	Full Award	16-Nov-2014
Early Childhood Education	Certificate	Full Award	16-Nov-2014
Human Resource Management	Certificate	Full Award	16-Nov-2014
Journalism	Certificate	Full Award	16-Nov-2014
Public Relations	Certificate	Full Award	16-Nov-2014
Sales and Marketing	Certificate	Full Award	16-Nov-2014
Travel & Tourism	Certificate	Full Award	17-Sep-2013
Business Information Systems	Certificate	Full Award	28-Jan-2014
Sales & Marketing	Foundation Certificate	Full Award	30-Oct-2012

**No of Learning Programmes: 15**

**ETP0135**

Retail Group Training Academy  
P.O. Box AD 639 ADD  
Gaborone

Learning Programme	Level	Type	Date Accredited
Barrister Course	Certificate	Short Course	28-Apr-2014
Customer Service	Foundation Certificate	Short Course	28-Apr-2014
Fundamentals of Restaurant Management	Certificate	Short Course	28-Apr-2014
Restaurant Brand Product & Skills Training	Foundation Certificate	Short Course	28-Apr-2014

**No of Learning Programmes: 4**

**ETP0136**

Ropeswana (Pty) Ltd  
P.O. Box 45202  
Gaborone

Learning Programme	Level	Type	Date Accredited
Rope Access Training	Certificate	Short Course	10-Sep-2014
Safe Work at Height and Fall Arrest	Foundation Certificate	Short Course	10-Sep-2014

**No of Learning Programmes: 2**

**ETP0140**

Valmerk  
P.O. Box AD 15 ACJ  
Gaborone

Learning Programme	Level	Type	Date Accredited
Health & Safety in the workplace	Certificate	Short Course	04-Nov-2015
Microsoft Excel	Certificate	Short Course	10-Jun-2013
Microsoft Word	Certificate	Short Course	10-Jun-2013
Management & Supervisory Skills	Intermediate Certificate	Short Course	12-Jul-2014
Basic Computer Skills	Foundation Certificate	Short Course	16-Dec-2015
Microsoft Excel	Foundation Certificate	Short Course	16-Dec-2015
Microsoft Excel	Intermediate Certificate	Short Course	16-Dec-2015
Entrepreneurship Development Skills	Certificate	Short Course	17-Aug-2015
Leadership Development Skills	Certificate	Short Course	17-Aug-2015
Conflict Resolution	Certificate	Short Course	17-Jul-2014
Customer Service	Foundation Certificate	Short Course	26-Aug-2014
Microsoft Word	Foundation Certificate	Short Course	28-Jan-2014
Microsoft Word	Intermediate Certificate	Short Course	28-Jan-2014
Discipline & Grievance Handling Procedures	Certificate	Short Course	28-Sep-2015
Effective Report Writing	Certificate	Short Course	28-Sep-2015

**No of Learning Programmes: 15**

**ETP0142**

Kings Institute  
P. O. Box 31571  
serowe

Learning Programme	Level	Type	Date Accredited
Computer Skills	Intermediate Certificate	Full Award	06-Dec-2016

**No of Learning Programmes: 1**

**ETP0143**

Public Procurement & Asset Disposal  
Private Bag 0058  
Gaborone

Learning Programme	Level	Type	Date Accredited
Contract Management	Certificate	Short Course	10-Sep-2014
Disposal of Assets	Certificate	Short Course	10-Sep-2014
Introduction to Supply Chain Management	Foundation Certificate	Short Course	10-Sep-2014
Legal Framework	Certificate	Short Course	10-Sep-2014
Procurement Planning & Methods	Certificate	Short Course	10-Sep-2014

Tender Documentation	Certificate	Short Course	10-Sep-2014
Tender Evaluation, Adjudication, Award & Tendering	Certificate	Short Course	10-Sep-2014

No of Learning Programmes: 7

**ETP0144**

Okavango Guiding School  
Private Bag 206  
Maun

Learning Programme	Level	Type	Date Accredited
Bird Specialist	Intermediate Certificate	Short Course	09-Jun-2014
National Intermediate Certificate in Tourism Nature Guiding	Intermediate Certificate	Full Award	09-Jun-2014
Tourism	Foundation Certificate	Full Award	09-Jun-2014
National Certificate in Tourism Nature Guiding	Certificate	Full Award	13-Sep-2016

No of Learning Programmes: 4

**ETP0146**

Polamon Group (Pty) Ltd  
P.O. Box 634 ABF  
Gaborone

Learning Programme	Level	Type	Date Accredited
Operate a Forklift Truck	Certificate	Short Course	03-Oct-2016
Fire Prevention and Management	Foundation Certificate	Short Course	10-Mar-2014
First Aid	Certificate	Short Course	10-Mar-2014
First Aid	Foundation Certificate	Short Course	10-Mar-2014
First Aid	Intermediate Certificate	Short Course	10-Mar-2014
Occupational Health & Safety	Foundation Certificate	Short Course	10-Mar-2014

No of Learning Programmes: 6

**ETP0147**

Okavango Cooking School  
P.O. Box 21382  
Maun

Learning Programme	Level	Type	Date Accredited
Bar and Cellar Management	Certificate	Short Course	09-Apr-2015
Chef de Partie	Intermediate Certificate	Short Course	09-Apr-2015
Comme De Cuisine	Foundation Certificate	Short Course	09-Apr-2015
Health and Safety.	Certificate	Short Course	09-Apr-2015
House Keeping	Certificate	Short Course	09-Apr-2015
Kitchen Creativity	Intermediate Certificate	Short Course	09-Apr-2015
Kitchen Ethos	Certificate	Short Course	09-Apr-2015
Restaurant and Kitchen Management	Certificate	Short Course	09-Apr-2015
Sous Chef - Head Chef	Certificate	Short Course	09-Apr-2015
Waiter	Certificate	Short Course	09-Apr-2015

No of Learning Programmes: 10

**ETP0148**

Choppies Retail Academy  
Private Bag 00278  
Gaborone

Learning Programme	Level	Type	Date Accredited
Defensive Driving	Intermediate Certificate	Short Course	10-Mar-2014
Exceptional Customer Service	Certificate	Short Course	10-Mar-2014
Forklift Operations	Certificate	Short Course	10-Mar-2014
Management and Supervisory Skills	Certificate	Short Course	10-Mar-2014
Merchandising	Certificate	Short Course	10-Mar-2014
Office Administration	Certificate	Short Course	10-Mar-2014
Retail Management	Certificate	Short Course	10-Mar-2014
Sales Transactions	Certificate	Short Course	10-Mar-2014
Stock Management	Certificate	Short Course	10-Mar-2014
Human Resource Management	Certificate	Short Course	24-Feb-2016

No of Learning Programmes: 10

**ETP0151**

Personal Finance and Suero Consulting  
P.O. Box 551  
Gaborone

Learning Programme	Level	Type	Date Accredited
Introduction to Managing Personal Finance		Short Course	07-Aug-2019

No of Learning Programmes: 1

**ETP0155**

Gateway Academy of Business Studies  
P.O. Box 203188  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Service	Intermediate Certificate	Short Course	03-Jul-2014
Advertising in Retail Management	Intermediate Certificate	Short Course	16-Apr-2015
Business Communication	Certificate	Short Course	16-Apr-2015
Business Management	Certificate	Short Course	16-Apr-2015
Cashier Training	Foundation Certificate	Short Course	16-Apr-2015
Conflict Management	Certificate	Short Course	16-Apr-2015
Finance for Non-Finance Managers	Certificate	Short Course	16-Apr-2015
Health & Safety	Certificate	Short Course	16-Apr-2015
Introduction To Computers	Foundation Certificate	Short Course	16-Apr-2015
Introduction to E-Mail Communication	Foundation Certificate	Short Course	16-Apr-2015
Introduction to Graphic Design	Foundation Certificate	Short Course	16-Apr-2015
Introduction to Publications	Foundation Certificate	Short Course	16-Apr-2015
Introduction to Vector Graphics	Foundation Certificate	Short Course	16-Apr-2015
Introduction to Web Design	Foundation Certificate	Short Course	16-Apr-2015
Introduction to database	Foundation Certificate	Short Course	16-Apr-2015
Introduction to spreadsheet	Foundation Certificate	Short Course	16-Apr-2015
Introduction to word processing	Foundation Certificate	Short Course	16-Apr-2015
Introductions to Public Relations	Foundation Certificate	Short Course	16-Apr-2015
Merchandising and Inventory in Retail Management	Intermediate Certificate	Short Course	16-Apr-2015
Performance Management	Certificate	Short Course	16-Apr-2015
Time Management	Certificate	Short Course	16-Apr-2015
Warehouse Training	Certificate	Short Course	16-Apr-2015

Bookkeeping and Accounting	Certificate	Short Course	24-Feb-2016
----------------------------	-------------	--------------	-------------

**No of Learning Programmes: 23**

**ETP0157**

Trix Investment  
P.O. Box 301329  
Tlokweng

Learning Programme	Level	Type	Date Accredited
Customer Service	Certificate	Short Course	12-May-2015
Fleet Management	Certificate	Short Course	12-May-2015
Occupational Health & Safety	Certificate	Short Course	12-May-2015

**No of Learning Programmes: 3**

**ETP0161**

Performance Growth Consultants  
P.O. Box 40347  
Gaborone

Learning Programme	Level	Type	Date Accredited
Balanced Scorecard	Certificate	Short Course	20-Sep-2015
Contract Management & Procurement Techniques	Certificate	Short Course	20-Sep-2015
Financial Management for Project Managers	Certificate	Short Course	20-Sep-2015
International Balanced Scorecard Certification Master Class	Certificate	Short Course	20-Sep-2015
Laboratory Leadership	Certificate	Short Course	20-Sep-2015
Operations Management in the Supply Chain	Certificate	Short Course	20-Sep-2015
Performance Management & Measurement	Certificate	Short Course	20-Sep-2015
Project Risk Management	Certificate	Short Course	20-Sep-2015
Statistical Method Validation	Certificate	Short Course	20-Sep-2015
Strategic Management	Certificate	Short Course	20-Sep-2015

**No of Learning Programmes: 10**

**ETP0162**

Zaliant PTY LTD  
P.O. Box 301832  
Tlokweng

Learning Programme	Level	Type	Date Accredited
Excellent Customer Care	Intermediate Certificate	Short Course	01-Feb-2017
Effective Team Building	Intermediate Certificate	Short Course	01-Feb-2017
Introduction to Emotional Intelligence	Certificate	Short Course	01-Feb-2017
Practical Leadership	Certificate	Short Course	01-Feb-2017
Sales and Presentation Skills	Intermediate Certificate	Short Course	01-Feb-2017
Communication Skills for Middle & Top Managers	Certificate	Short Course	17-Aug-2015
Communication Skills for Support Staff	Intermediate Certificate	Short Course	17-Aug-2015
Enhancing Strategic Leadership Skills	Intermediate Certificate	Short Course	17-Aug-2015

**No of Learning Programmes: 8**

**ETP0165**

Naledi Training Institute  
P.O. Box 1149 ABG  
Gaborone

Learning Programme	Level	Type	Date Accredited
Early Childhood Development	Foundation Certificate	Short Course	01-Feb-2017
Adolescent Sexual and Reproductive Health Counselling	Intermediate Certificate	Full Award	07-Dec-2015
Business Management and Entrepreneurship (BME)	Foundation Certificate		07-Dec-2015
Care Giving (CG)	Foundation Certificate		07-Dec-2015
Drug Addiction Counselling (DAC)	Foundation Certificate		07-Dec-2015
Safety, Health and Environment (SHE)	Intermediate Certificate	Full Award	07-Dec-2015
Safety, Health and Environment (SHE)	Foundation Certificate		07-Dec-2015

**No of Learning Programmes: 7**

**ETP0168**

Thapelong Empowerment Trust  
P. O . Box 1555  
Gaborone

Learning Programme	Level	Type	Date Accredited
Bartender Training	Intermediate Certificate	Short Course	01-Mar-2017
Diversity, Discrimination, Equality and Gender Awareness	Intermediate Certificate	Short Course	01-Mar-2017
Events Management	Intermediate Certificate	Short Course	01-Mar-2017
Food Spoilage and Food Preservation	Intermediate Certificate	Short Course	01-Mar-2017
Accommodation Services	Intermediate Certificate	Short Course	24-Mar-2017
Baking and Confectionary	Intermediate Certificate	Short Course	24-Mar-2017
Food and Beverage Service	Intermediate Certificate	Short Course	24-Mar-2017
Food Production and Preparation	Intermediate Certificate	Short Course	24-Mar-2017
Front Office Operations	Foundation Certificate	Short Course	24-Mar-2017

**No of Learning Programmes: 9**

**ETP0169**

Tshireletso Safety Consulting & Training Contact Details  
P.O.Box 362 AAH  
Gaborone

Learning Programme	Level	Type	Date Accredited
First Aid	Certificate	Short Course	04-Nov-2015
Height Safety, Scarfolding and Elevated Work Platform Training Short Course	Certificate	Short Course	15-Feb-2017
Fork Lift Operation	Certificate	Short Course	26-Mar-2014
Control Workplace Hazards	Certificate	Short Course	26-Mar-2014
Fire Fighting	Certificate	Short Course	26-Mar-2014
Health & Safety	Certificate	Short Course	26-Mar-2014
Mobile Crane Operation	Certificate	Short Course	26-Mar-2014
Overhead Crane Operation	Certificate	Short Course	26-Mar-2014
Customer Service	Certificate	Short Course	28-Aug-2014

**No of Learning Programmes: 9**

**ETP0170**

Institute of Industrial Health and Safety Management (PTY) Ltd  
P. O. Box 301564  
Francistown

Learning Programme	Level	Type	Date Accredited
Fire Fighting	Foundation Certificate	Short Course	06-Dec-2016

Emotional Intelligence	Foundation Certificate	Short Course	06-Mar-2015
Advanced Fire Fighting	Certificate	Short Course	14-Dec-2013
Advanced First Aid	Intermediate Certificate	Short Course	14-Sep-2015
Basic Accounting Skills	Foundation Certificate	Short Course	14-Sep-2015
Behavioural Safety Interventions	Foundation Certificate	Short Course	14-Sep-2015
Blasting Management & Handling of Explosives	Certificate	Short Course	14-Sep-2015
Breathing Apparatus	Foundation Certificate	Short Course	14-Sep-2015
Conducting Effective Performance Reviews	Foundation Certificate	Short Course	14-Sep-2015
Electrical Safety Design	Intermediate Certificate	Short Course	14-Sep-2015
Fail Protection	Foundation Certificate	Short Course	14-Sep-2015
Food Safety	Foundation Certificate	Short Course	14-Sep-2015
HIV & AIDS Counselling	Intermediate Certificate	Short Course	14-Sep-2015
Hazard Identification & Risk Assessment	Intermediate Certificate	Short Course	14-Sep-2015
Hazardous Chemicals Substances	Foundation Certificate	Short Course	14-Sep-2015
Hazardous Waste Management	Intermediate Certificate	Short Course	14-Sep-2015
Health & Safety for Managers	Foundation Certificate	Short Course	14-Sep-2015
Health & Safety in the Workplace	Foundation Certificate	Short Course	14-Sep-2015
ISO 14001 Awareness	Foundation Certificate	Short Course	14-Sep-2015
ISO 14001 Implementation & Documentation	Certificate	Short Course	14-Sep-2015
Incident Investigation	Foundation Certificate	Short Course	14-Sep-2015
Infection Control Measure for Health Care Facilities	Foundation Certificate	Short Course	14-Sep-2015
Integrated Systems Auditor	Certificate	Short Course	14-Sep-2015
Inventory Management	Foundation Certificate	Short Course	14-Sep-2015
Leadership Skills for Supervisors	Foundation Certificate	Short Course	14-Sep-2015
Lockout System	Intermediate Certificate	Short Course	14-Sep-2015
Machine Safety	Intermediate Certificate	Short Course	14-Sep-2015
Mine Health & Safety	Foundation Certificate	Short Course	14-Sep-2015
OHSAS 18001 Awareness	Foundation Certificate	Short Course	14-Sep-2015
OHSAS 18001 Implementation & Documentation	Certificate	Short Course	14-Sep-2015
Occupational Hygiene Measurement	Certificate	Short Course	14-Sep-2015
Personal Protective Equipment	Foundation Certificate	Short Course	14-Sep-2015
Racking & Stacking	Foundation Certificate	Short Course	14-Sep-2015
SHE Representative	Foundation Certificate	Short Course	14-Sep-2015
SHE Supervisors	Certificate	Short Course	14-Sep-2015
Safety in Handling Hand & Portable Power Tools	Foundation Certificate	Short Course	14-Sep-2015
Safety of Lifting Equipment	Intermediate Certificate	Short Course	14-Sep-2015
Security Management	Foundation Certificate	Short Course	14-Sep-2015
Security Management	Intermediate Certificate	Short Course	14-Sep-2015
Self Esteem & Assertiveness	Foundation Certificate	Short Course	14-Sep-2015
Stress Management	Foundation Certificate	Short Course	14-Sep-2015
Trenching & Soil Mechanics	Foundation Certificate	Short Course	14-Sep-2015
Welding, Cutting & Brazing Safety	Intermediate Certificate	Short Course	14-Sep-2015
Conflict Resolution	Foundation Certificate	Short Course	17-Jul-2014
Risk Management	Foundation Certificate	Short Course	17-Jul-2014
First Aid	Foundation Certificate	Short Course	19-Mar-2015
Emotional intelligence training Short Course	Foundation Certificate	Short Course	22-Jul-2013
Mine SHERO Compact	Certificate	Short Course	24-Feb-2016
SHE Induction	Certificate	Short Course	24-Feb-2016
Starting My Own Business	Certificate	Short Course	24-Feb-2016
Customer Service	Foundation Certificate	Short Course	26-Aug-2014
Team Building	Foundation Certificate	Short Course	28-Jan-2014

**No of Learning Programmes: 52**

**ETP0172**

Resource Development and Management Associates (REDMA) (Pty) Ltd  
P. O Box 1809  
Gaborone

Learning Programme	Level	Type	Date Accredited
Assessment and Development Centre Assessor Training	Certificate	Short Course	02-Nov-2016
Competency Based Interview	Certificate	Short Course	02-Nov-2016
Leadership and Management Development	Certificate	Short Course	02-Nov-2016

**No of Learning Programmes: 3**

**ETP0173**

Beancar 4ever Investment (Pty) Ltd  
P. O Box 70270  
Gaborone

Learning Programme	Level	Type	Date Accredited
Stock control	Intermediate Certificate	Short Course	04-Nov-2015
File & Retrieve Documents	Intermediate Certificate	Short Course	07-Nov-2015
Food Safety & Hygiene	Foundation Certificate	Short Course	07-Nov-2015
Food Safety & Hygiene	Intermediate Certificate	Short Course	07-Nov-2015
Food Safety & Hygiene Supervision	Certificate	Short Course	07-Nov-2015
Food Safety & Hygiene-HACCP	Certificate	Short Course	07-Nov-2015
Interacting with Customers	Intermediate Certificate	Short Course	07-Nov-2015
Introduction to Microsoft Office- Excel	Intermediate Certificate	Short Course	07-Nov-2015
Introduction to Microsoft Office- Word	Intermediate Certificate	Short Course	07-Nov-2015
Merchandising	Foundation Certificate	Short Course	07-Nov-2015
Minimising Theft	Foundation Certificate	Short Course	07-Nov-2015
Office,Wholesale & Retail Equipment	Foundation Certificate	Short Course	07-Nov-2015
Till Operations	Foundation Certificate	Short Course	07-Nov-2015
Work Effectiveness	Foundation Certificate	Short Course	07-Nov-2015
Workplace Hiv & Aids Awareness	Intermediate Certificate	Short Course	07-Nov-2015
Workplace Teams	Foundation Certificate	Short Course	07-Nov-2015
Occupational Health & Safety	Foundation Certificate	Short Course	10-Jun-2013
Customer Service	Foundation Certificate	Short Course	26-Aug-2014

**No of Learning Programmes: 18**

**ETP0174**

Elsimate Institute  
P. O. Box 70085  
Gaborone

Learning Programme	Level	Type	Date Accredited
Accounting	Intermediate Certificate	Full Award	02-Dec-2013
Archives & Records Management	Certificate	Full Award	02-Dec-2013
Benefits & Compensation Administration Skills	Certificate	Short Course	02-Dec-2013
Business Management	Foundation Certificate		02-Dec-2013

Communication Skills	Certificate	Short Course	02-Dec-2013
Competency Based Recruitment	Certificate	Short Course	02-Dec-2013
Disciplinary Procedures	Certificate	Short Course	02-Dec-2013
Effective Customer Care	Certificate	Short Course	02-Dec-2013
Effective Project Management	Certificate	Short Course	02-Dec-2013
Finance for Non Finance Executives	Certificate	Short Course	02-Dec-2013
Health & Safety at Workplace	Certificate	Short Course	02-Dec-2013
Human Resource Management	Foundation Certificate		02-Dec-2013
Introduction to Entrepreneurship	Certificate	Short Course	02-Dec-2013
Law	Certificate	Full Award	02-Dec-2013
Leadership Skills	Certificate	Short Course	02-Dec-2013
Management Development	Intermediate Certificate	Short Course	02-Dec-2013
Managerial & Supervisory Skills	Certificate	Short Course	02-Dec-2013
Managing Conflicts	Certificate	Short Course	02-Dec-2013
Microsoft Computer Application	Certificate	Short Course	02-Dec-2013
Performance Management System	Certificate	Short Course	02-Dec-2013
Principles of Marketing	Intermediate Certificate	Short Course	02-Dec-2013
Procurement and Logistics Management	Certificate	Full Award	02-Dec-2013
Reception and Secretarial	Foundation Certificate	Short Course	02-Dec-2013
Strategic Human Resource Management	Certificate	Short Course	02-Dec-2013
Telephone Etiquettes	Certificate	Short Course	02-Dec-2013
Transport & Fleet Management	Certificate	Full Award	02-Dec-2013
Occupational Health & Safety	Certificate	Full Award	16-Dec-2015
Computer Studies	Certificate	Full Award	17-Sep-2013
Project Management	Certificate	Full Award	17-Sep-2013
Security Management	Certificate	Full Award	21-Apr-2014

**No of Learning Programmes: 30**

**ETP0175**

Bosa Bosele Training Institute  
P.O. Box 211292  
Gaborone

Learning Programme	Level	Type	Date Accredited
Day Care Management	Certificate	Full Award	02-Dec-2013
Early Childhood Education	Certificate	Full Award	02-Dec-2013
Day Care Management	Intermediate Certificate	Full Award	28-Aug-2015
Day Care Management	Foundation Certificate		28-Aug-2015
Early Childhood Education	Intermediate Certificate	Full Award	28-Aug-2015
Early Childhood Education	Foundation Certificate		28-Aug-2015
HIV & AIDS Counseling	Certificate	Full Award	28-Aug-2015
Insurance	Certificate	Full Award	28-Aug-2015
Proficiency in Insurance	Certificate	Full Award	28-Aug-2015
Security Risk and Loss Control	Certificate	Full Award	28-Aug-2015
Security Risk and Loss Control	Intermediate Certificate	Full Award	28-Aug-2015
Security Risk and Loss Control	Foundation Certificate		28-Aug-2015
Social Work	Certificate	Full Award	28-Aug-2015
Social Work	Intermediate Certificate	Full Award	28-Aug-2015
Social Work	Foundation Certificate		28-Aug-2015
Journalism & Media Studies	Certificate	Full Award	28-Aug-2016

**No of Learning Programmes: 16**

**ETP0176**

Geoflux (Pty) Ltd  
P.O. Box 2403  
Gaborone

Learning Programme	Level	Type	Date Accredited
Effective Public Participation	Certificate	Short Course	04-Sep-2012
Financial Literacy	Foundation Certificate	Short Course	04-Sep-2012
Foundations in Public Participation	Certificate	Short Course	04-Sep-2012
Public Participation	Certificate	Short Course	04-Sep-2012
Public Participation for Decision Makers	Certificate	Short Course	04-Sep-2012

**No of Learning Programmes: 5**

**ETP0179**

Skill Builders Botswana  
P.O. Box 416 ADD  
Gaborone

Learning Programme	Level	Type	Date Accredited
Team Building	Certificate	Short Course	02-Dec-2013
Leadership Skills	Foundation Certificate	Short Course	02-Dec-2016
Workplace Readiness	Foundation Certificate	Short Course	02-Dec-2016
Conflict Resolution	Certificate	Short Course	13-Jan-2016
Standard Operating Procedures	Certificate	Short Course	13-Jan-2016
Ways of Working	Foundation Certificate	Short Course	13-Jan-2016
Microsoft Excel	Foundation Certificate	Short Course	15-Dec-2016
Customer Service	Certificate	Short Course	19-Dec-2016
Communication Skills	Certificate	Short Course	27-Sep-2014

**No of Learning Programmes: 9**

**ETP0183**

Baptist Convention Seminary  
P.O. Box 21602  
Gaborone

Learning Programme	Level	Type	Date Accredited
Biblical Studies	Certificate	Full Award	29-Jul-2015

**No of Learning Programmes: 1**

**ETP0184**

Centre for Business and Secretarial Training  
P.O. Box301349  
Francistown

Learning Programme	Level	Type	Date Accredited
Business Skills	Certificate	Full Award	08-Apr-2015
Business management	Certificate	Full Award	08-Sep-2014
Bookkeeping and Accounts	Certificate	Short Course	15-Mar-2015
Certificate in Archives and Records Management	Certificate	Full Award	15-Mar-2015
English for Business Communication	Certificate	Short Course	15-Mar-2015

Introduction to Electronic Records Keeping	Certificate	Short Course	15-Mar-2015
Managing Archives	Certificate	Short Course	15-Mar-2015
Managing Health and Safety Workplace	Certificate	Short Course	15-Mar-2015
Managing and Controlling Semi- Current Records	Certificate	Short Course	15-Mar-2015
Office Procedures	Certificate	Short Course	15-Mar-2015
Principles and Theories Of Archives and Records Management	Certificate	Short Course	15-Mar-2015
Records Management Systems	Certificate	Short Course	15-Mar-2015
Shorthand	Certificate	Short Course	15-Mar-2015
Spreadsheet Processing Techniques	Certificate	Short Course	15-Mar-2015
Typewriting	Certificate	Short Course	15-Mar-2015
Word Processing	Certificate	Short Course	15-Mar-2015
Certificate in Security Management	Certificate	Full Award	16-Mar-2015
Computerised Accounting	Certificate	Short Course	22-Jan-2015
Customer Service	Certificate	Short Course	28-Aug-2014
Business Information Systems	Certificate	Full Award	28-Jan-2014
Human Resource Management	Certificate	Full Award	28-Jan-2014

**No of Learning Programmes: 21**

**ETP0186**

Mighty Skills Training Institute  
P.O. Box 2363  
Maun

Learning Programme	Level	Type	Date Accredited
Communication skills	Certificate	Short Course	03-Jul-2014
Dress Making	Intermediate Certificate	Short Course	04-Nov-2015
Food Preservation, Packaging and Labeling	Certificate	Short Course	04-Nov-2015
Leather Works	Intermediate Certificate	Short Course	04-Nov-2015
Public Relations	Certificate	Short Course	04-Nov-2015
Business Management	Certificate	Full Award	08-Apr-2015
Accommodation Operations in House Keeping	Foundation Certificate	Full Award	14-Sep-2014
Basic Computer Skills	Foundation Certificate	Credit Bearing Short	14-Sep-2014
Basic Counseling Skills	Foundation Certificate	Short Course	14-Sep-2014
Child Abuse and Neglect	Foundation Certificate	Short Course	14-Sep-2014
Community Development	Foundation Certificate	Credit Bearing Short	14-Sep-2014
Counseling	Certificate	Full Award	14-Sep-2014
Dealing With Drugs and Substance Abuse	Foundation Certificate	Short Course	14-Sep-2014
Food Production	Foundation Certificate	Full Award	14-Sep-2014
Food and Beverages Service	Foundation Certificate	Full Award	14-Sep-2014
Front Office Operations	Foundation Certificate	Full Award	14-Sep-2014
Governance Leadership & Supervisory Skills	Foundation Certificate	Short Course	14-Sep-2014
HIV/AIDS	Foundation Certificate	Short Course	14-Sep-2014
Laundry Service	Foundation Certificate	Short Course	14-Sep-2014
Occupational Health and Safety.	Foundation Certificate	Short Course	14-Sep-2014
Pastry Making	Certificate	Full Award	14-Sep-2014
Pre-School Teachers Training	Certificate	Full Award	14-Sep-2014
Purchasing and Supply Chain Management	Certificate	Full Award	14-Sep-2014
Tent Pitching and Event Decoration	Certificate	Short Course	14-Sep-2014
Women and Domestic Violence	Foundation Certificate	Short Course	14-Sep-2014
Marketing	Certificate	Full Award	17-Sep-2013
Sign Language	Foundation Certificate	Short Course	21-Sep-2016
Travel and Tourism	Foundation Certificate	Credit Bearing Short	28-Apr-2014
Customer Service	Certificate	Short Course	28-Aug-2014
Human Resource Management	Certificate	Full Award	28-Jan-2014
Stress Management	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 31**

**ETP0187**

Gaborone Technical College  
Private Bag 00358  
Gaborone

Learning Programme	Level	Type	Date Accredited
Information and Communication Technology	Intermediate Certificate	Full Award	03-Jun-2015
Information and Communication Technology	Foundation Certificate	Full Award	03-Jun-2015
2D Computer Animation	Certificate	Short Course	09-Apr-2015
2D Computerised Animation	Intermediate Certificate	Short Course	09-Apr-2015
Access to Hospitality	Foundation Certificate	Short Course	09-Apr-2015
Access to Retail Business	Foundation Certificate	Short Course	09-Apr-2015
Applied Laboratory Science	Intermediate Certificate	Full Award	09-Apr-2015
Building Construction and Engineering	Foundation Certificate	Full Award	09-Apr-2015
Business Studies	Foundation Certificate	Full Award	09-Apr-2015
Clothing Design and Textile	Intermediate Certificate	Full Award	09-Apr-2015
Clothing Design and Textile	Foundation Certificate	Full Award	09-Apr-2015
Computerised Accounting	Intermediate Certificate	Full Award	09-Apr-2015
Desk top Publishing	Intermediate Certificate	Short Course	09-Apr-2015
Desktop Publishing	Certificate	Short Course	09-Apr-2015
Electrical Engineering	Intermediate Certificate	Full Award	09-Apr-2015
Electrical Engineering	Foundation Certificate	Full Award	09-Apr-2015
Foundation in Agro Based Industry	Foundation Certificate	Full Award	09-Apr-2015
Foundation in Health and Social Care	Foundation Certificate	Full Award	09-Apr-2015
Foundation in Sports, Recreation and Leisure	Foundation Certificate	Full Award	09-Apr-2015
Graphic Design & Printing	Intermediate Certificate	Short Course	09-Apr-2015
Graphic Design and Printing	Certificate	Short Course	09-Apr-2015
Hair Dressing and Beauty Therapy	Intermediate Certificate	Full Award	09-Apr-2015
Hair Dressing and Beauty Therapy	Foundation Certificate	Full Award	09-Apr-2015
Hospitality and Tourism	Intermediate Certificate	Full Award	09-Apr-2015
Introduction to Multimedia	Foundation Certificate	Short Course	09-Apr-2015
Jewellery Design and Manufacture	Intermediate Certificate	Full Award	09-Apr-2015
Ms Access	Certificate	Short Course	09-Apr-2015
Ms Access	Intermediate Certificate	Short Course	09-Apr-2015
Ms Excel	Certificate	Short Course	09-Apr-2015
Ms Excel	Foundation Certificate	Short Course	09-Apr-2015
Ms PowerPoint	Certificate	Short Course	09-Apr-2015
Ms PowerPoint	Intermediate Certificate	Short Course	09-Apr-2015
Multimedia Technology	Intermediate Certificate	Full Award	09-Apr-2015
Multimedia Technology	Foundation Certificate	Full Award	09-Apr-2015
Refrigeration	Intermediate Certificate	Full Award	09-Apr-2015
Refrigeration	Foundation Certificate	Full Award	09-Apr-2015



Sports, Recreation and Leisure	Intermediate Certificate	Full Award	09-Apr-2015
Webpage Design	Intermediate Certificate	Full Award	09-Apr-2015
Word Processing	Certificate	Short Course	09-Apr-2015
Word Processing	Foundation Certificate	Short Course	09-Apr-2015
building Construction and Engineering	Intermediate Certificate	Full Award	09-Apr-2015
Introduction to Personal Branding	Certificate	Short Course	19-Sep-2015
Personal Image	Certificate	Short Course	19-Sep-2015
Personal Image & Corporate Dress	Certificate	Short Course	19-Sep-2015
Computerised Accounting	Certificate	Short Course	22-Jan-2015
Business Studies	Intermediate Certificate	Full Award	28-Apr-2014
Hospitality and Tourism	Foundation Certificate	Full Award	28-Apr-2014
Introduction to Computers	Foundation Certificate	Short Course	28-Jan-2014
Business Etiquette	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 49**

**ETP0188**

Oodi College of Applied Arts and Technology  
Private Bag 003  
Oodi

Learning Programme	Level	Type	Date Accredited
Applied Laboratory Science	Intermediate Certificate	Full Award	08-Apr-2015
Business Management	Certificate	Full Award	08-Apr-2015
Business Skills	Certificate	Full Award	08-Apr-2015
Computing & Information Systems	Certificate	Full Award	08-Apr-2015
Computing Engineering	Certificate	Full Award	08-Apr-2015
Information & Communication Technology	Certificate	Full Award	08-Apr-2015
Jewellery Design & Manufacturing	Certificate	Full Award	08-Apr-2015
Multimedia	Certificate	Full Award	08-Apr-2015
Sports, Recreation & Leisure	Certificate	Full Award	08-Apr-2015
Sports, Recreation & Leisure	Foundation Certificate	Full Award	08-Apr-2015
Human Resources Management	Certificate	Full Award	13-Dec-2013

**No of Learning Programmes: 11**

**ETP0190**

Omni Africa (Botswana) (Pty) Ltd  
P.O. Box 81050  
Gaborone

Learning Programme	Level	Type	Date Accredited
Sage Pastel Evolution	Certificate	Short Course	14-Sep-2015
Sage Pastel Partner	Certificate	Short Course	14-Sep-2015

**No of Learning Programmes: 2**

**ETP0192**

Forefront Consult  
P.O. Box 2157  
Gaborone

Learning Programme	Level	Type	Date Accredited
Emotional Intelligence	Certificate	Short Course	06-Mar-2015
Change Management	Certificate	Short Course	16-Dec-2016
Customer Service	Certificate	Short Course	26-Aug-2014
Minute Taking	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 4**

**ETP0194**

Joint Minds Consult  
P.O. Box 1190  
Gaborone

Learning Programme	Level	Type	Date Accredited
Cultivating Positive Company Perception	Certificate	Short Course	29-Jul-2015
Effective Communication Skills in the Work Place	Certificate	Short Course	29-Jul-2015
Effective Customer Relations	Certificate	Short Course	29-Jul-2015
Goal Setting Skills	Intermediate Certificate	Short Course	29-Jul-2015
Self Grooming Strategies	Intermediate Certificate	Short Course	29-Jul-2015
Stress Management in the Work Place	Certificate	Short Course	29-Jul-2015
Team Building Strategies	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 7**

**ETP0195**

Batho Maduo Consult  
P.O. Box 403593  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Service	Foundation Certificate	Short Course	26-Aug-2014
Supervisory Development	Certificate	Short Course	26-Aug-2014
Team Building Programme	Certificate	Short Course	26-Aug-2014
Work Ethics	Foundation Certificate	Short Course	26-Aug-2014

**No of Learning Programmes: 4**

**ETP0196**

Bana Bame Investments (Pty) Ltd  
P. O. Box 20975  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Care	Foundation Certificate	Short Course	01-Feb-2017

**No of Learning Programmes: 1**

**ETP0201**

Crax Business Services (PTY) LTD  
P.O. Box 1556  
Mogodishane

Learning Programme	Level	Type	Date Accredited
Small Business Management	Certificate	Short Course	13-Jun-2014

**No of Learning Programmes: 1**

**ETP0204**

Eagle Risk Control & Training Academy  
P.O. Box 1684

Gaborone

Learning Programme	Level	Type	Date Accredited
Combined Fire & First Aid	Foundation Certificate	Short Course	14-Aug-2014
HAZMAT	Certificate	Short Course	14-Aug-2014
Intermediate Ambulance Care	Certificate	Short Course	14-Aug-2014
Basic Fire Fighting	Foundation Certificate	Short Course	14-Dec-2013
First Aid	Certificate	Short Course	19-Mar-2015
Ambulance Induction	Foundation Certificate	Short Course	26-Mar-2014
Safety, Health & Environment (SHE) Steward	Certificate	Short Course	26-Mar-2014
FIRST AID	Foundation Certificate	Short Course	28-Jan-2014
Fire Marshal	Intermediate Certificate	Short Course	28-Jan-2014
Reconditioning Of Fire Equipment	Certificate	Short Course	28-Jan-2014

No of Learning Programmes: 10

#### ETP0205

Daisy R Staffing Solutions (PTY) LTD

P.O. Box 301789

Tlokweng

Learning Programme	Level	Type	Date Accredited
Bereavement Counselling	Intermediate Certificate	Short Course	19-Nov-2015
Peer Counselling	Foundation Certificate	Short Course	19-Nov-2015
Peer Education	Foundation Certificate	Short Course	19-Nov-2015
Skills Builder Series	Certificate	Short Course	19-Nov-2015
Wellness Champion	Foundation Certificate	Short Course	19-Nov-2015
Wellness Program	Foundation Certificate	Short Course	19-Nov-2015

No of Learning Programmes: 6

#### ETP0206

Success Designers Training & Consultancy (PTY) LTD

P.O. Box 602216

Gaborone

Learning Programme	Level	Type	Date Accredited
Occupational Health & Safety	Intermediate Certificate	Short Course	10-Jun-2013
Customer Service	Intermediate Certificate	Short Course	26-Aug-2014
Industrial Relations	Intermediate Certificate	Short Course	26-Aug-2015
Performance Management	Intermediate Certificate	Short Course	26-Aug-2015
Team Building	Intermediate Certificate	Short Course	28-Jan-2014

No of Learning Programmes: 5

#### ETP0207

Wayguard Training Centre Wing

P. O. Box 1320

Gaborone

Location

Learning Programme	Level	Type	Date Accredited
Introduction to Forensic & Investigative Accounting	Foundation Certificate	Short Course	17-Aug-2015
Investigation of Crime & Accident Investigation	Foundation Certificate	Short Course	17-Aug-2015
Basic Security course	Foundation Certificate	Short Course	18-Jun-2015
Introduction to Corporate Governance	Foundation Certificate	Short Course	18-Jun-2015
Risk Management	Intermediate Certificate	Short Course	18-Jun-2015
Security Management Principles	Foundation Certificate	Short Course	18-Jun-2015
Security Supervisory Development Programme	Foundation Certificate	Short Course	18-Jun-2015

No of Learning Programmes: 7

#### ETP0210

JRK Investments (Pty) Ltd

P.O. Box 41164

Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Bearing Maintenance Skills	Foundation Certificate	Short Course	22-Nov-2015
1336 PLUS II Maintenance & Troubleshooting	Foundation Certificate	Short Course	22-Nov-2015
AC/DC Motors & Drives Fundamentals	Certificate	Short Course	22-Nov-2015

AC/DC Motors & Drives Fundamentals	Intermediate Certificate	Short Course	22-Nov-2015
Androit SCADA System Training	Certificate	Short Course	22-Nov-2015
Balancing(An Introduction to balancing)WE 250	Foundation Certificate	Short Course	22-Nov-2015
Bearing in Rotating Machinery WE 202	Foundation Certificate	Short Course	22-Nov-2015
Control Net & RSNetWorx	Certificate	Short Course	22-Nov-2015
Control Net & RSNetWorx Design & Configuration	Foundation Certificate	Short Course	22-Nov-2015
DeviceNet & RSNetWorx Configuration & Troubleshooting	Intermediate Certificate	Short Course	22-Nov-2015
Drives Short Course 2 PowerFlex	Certificate	Short Course	22-Nov-2015
EtherNet/IP Design & Troubleshooting	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk Asset Centre Configuration	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk Batch Server & Configuration & Configuration Tools	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk Historian Site Edition Configuration & Data Collection	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk Metrics with Historian Class Configuration	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk Transaction Manager	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk Vantage Point Configuration	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk View ME & Panel View Plus Programming	Certificate	Short Course	22-Nov-2015
Factory Talk View ME Panel View- Plus Programming	Certificate	Short Course	22-Nov-2015
Factory Talk View ME Panel View-Plus Programming	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk View SE Architecture	Certificate	Short Course	22-Nov-2015
Factory Talk View SE Maintenance & Troubleshooting	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk View SE Programming	Intermediate Certificate	Short Course	22-Nov-2015
Factory Talk View SE Programming Edition CCV207	Intermediate Certificate	Short Course	22-Nov-2015
Foundation Fieldbus Basics	Certificate	Short Course	22-Nov-2015
Kinetix Maintenance & Troubleshooting	Certificate	Short Course	22-Nov-2015
LS -5/SLC 500 & RS Logix Fundamentals	Certificate	Short Course	22-Nov-2015
Lubrication in Rolling Element Bearing WE 203	Foundation Certificate	Short Course	22-Nov-2015
PID Loop Basics	Foundation Certificate	Short Course	22-Nov-2015
PLC 5 & RS Logix 5 Advanced Programming	Certificate	Short Course	22-Nov-2015
PLC 5 & RS Logix 5 Programming	Certificate	Short Course	22-Nov-2015
PLC 5 & RS Logix 5 Maintenance & Troubleshooting	Foundation Certificate	Short Course	22-Nov-2015
PLC 5 to Control logix Transitioning	Foundation Certificate	Short Course	22-Nov-2015
Panel View 300/550/600/900/1000/1400 & Panel Builder 32 Application	Certificate	Short Course	22-Nov-2015
Power Flex 700 vector control Drives CCVA162	Intermediate Certificate	Short Course	22-Nov-2015
Power Flex Drive Short Courses 2 ? ZAF5002	Intermediate Certificate	Short Course	22-Nov-2015
Power flex 700 Phase II AC Drives: Maintenance & Trouble Shooting	Intermediate Certificate	Short Course	22-Nov-2015
PowerFlex 700 Vector Control Communications on ControlNet	Certificate	Short Course	22-Nov-2015
PowerFlex 700 Vector Control Communications on DeviceNet	Intermediate Certificate	Short Course	22-Nov-2015
PowerFlex 700 Vector Control Configuration & startup	Foundation Certificate	Short Course	22-Nov-2015
PowerFlex 700 Vector Control Maintenance & Troubleshooting	Intermediate Certificate	Short Course	22-Nov-2015
PowerFlex 700s Phase II	Certificate	Short Course	22-Nov-2015
Maintenance & Troubleshooting			
Precision Laser Alignment WE240	Foundation Certificate	Short Course	22-Nov-2015
Proficy HMI/ SCADA iFix Fundamentals	Certificate	Short Course	22-Nov-2015
RS LOGIX 5000 Basic Ladder Logic Programming	Intermediate Certificate	Short Course	22-Nov-2015
RS LOGIX 5000 Control Logix System Fundamentals	Foundation Certificate	Short Course	22-Nov-2015
RS LOGIX 5000 Maintenance & Trouble shooting	Certificate	Short Course	22-Nov-2015
RS LOGIX 5000: Project Development	Certificate	Short Course	22-Nov-2015
RS Logix 5000 Level 3: Maintenance & Troubleshooting	Certificate	Short Course	22-Nov-2015
RS Logix 5000 level 1: ControlLogix Fundamentals & Troubleshooting	Certificate	Short Course	22-Nov-2015
RS Logix 5000 level 1:ControlLogix System Fundamentals	Foundation Certificate	Short Course	22-Nov-2015
RS Logix 5000 level 2:Basic Ladder Logic Programming	Certificate	Short Course	22-Nov-2015
RS Logix 5000 level 3: Project Development	Intermediate Certificate	Short Course	22-Nov-2015
RS Logix 5000 level 4: Function Block Programming	Certificate	Short Course	22-Nov-2015
RS Logix 5000 level 4: Structured Text/Sequential Function Chart Programming	Certificate	Short Course	22-Nov-2015
RS Logix 5000 level 4:Motion Programming Using Ladder Logic	Certificate	Short Course	22-Nov-2015
RS Logix 5000 level 4:Motion Programming Using Ladder Logic	Intermediate Certificate	Short Course	22-Nov-2015
RS View 32 Project Development	Intermediate Certificate	Short Course	22-Nov-2015
RS View 32 Project Maintenance	Intermediate Certificate	Short Course	22-Nov-2015
SLC 500 & RS Logix 500 Advanced Programming	Certificate	Short Course	22-Nov-2015
SLC 500 & RS Logix 500 Maintenance & Troubleshooting	Certificate	Short Course	22-Nov-2015
SLC 500 & RS Logix 500 Programming	Certificate	Short Course	22-Nov-2015
SLC 500 & PLC -5 Communication	Certificate	Short Course	22-Nov-2015
Smart Motor Manager	Certificate	Short Course	22-Nov-2015
Soft Stater: Fundamentals	Intermediate Certificate	Short Course	22-Nov-2015
Talk Historian Site Edition Configuration & Data Analyzing & Reporting	Certificate	Short Course	22-Nov-2015
Unitronics OPLC	Certificate	Short Course	22-Nov-2015
Vibration Analysis ISO18436-2 Level 1 WI 201	Foundation Certificate	Short Course	22-Nov-2015
iFix Advanced Development	Certificate	Short Course	22-Nov-2015

No of Learning Programmes: 70

#### ETP0217

Ljoka Investment  
P.O. Box 20668  
Francistown

Learning Programme	Level	Type	Date Accredited
Emotional Intelligence	Certificate	Short Course	06-Mar-2015
Stress Management	Intermediate Certificate	Short Course	10-Jun-2013
Chinese Language	Intermediate Certificate	Short Course	26-Mar-2014
Customer Service	Intermediate Certificate	Short Course	26-Mar-2014
Leadership Skills	Certificate	Short Course	26-Mar-2014
Massage Therapy	Certificate	Short Course	26-Mar-2014
Organisational Behaviour	Certificate	Short Course	26-Mar-2014
Self Esteem	Certificate	Short Course	26-Mar-2014
Team Building	Foundation Certificate	Short Course	28-Jan-2014

No of Learning Programmes: 9

#### ETP0219

Fitness Health & Wellness Academy Botswana  
P.O. Box 401745  
Gaborone

Learning Programme	Level	Type	Date Accredited
Aerobics and Fitness Instruction	Certificate	Short Course	28-Apr-2014
Sports Massage	Certificate	Short Course	28-Apr-2014

No of Learning Programmes: 2

#### ETP0221

Realic Professional and Technical College

P.O. Box 3110  
Gaborone

Learning Programme	Level	Type	Date Accredited
Business Foundation	Intermediate Certificate	Short Course	08-Apr-2016
Business Information Systems	Intermediate Certificate	Full Award	08-Apr-2016
Introduction to Computer and Computer Operations	Foundation Certificate	Short Course	08-Apr-2016
Occupational Health and Safety	Certificate	Short Course	08-Apr-2016
Secretarial and Administration	Intermediate Certificate	Full Award	08-Apr-2016
Business management	Certificate	Full Award	08-Sep-2014
HIV/AIDS	Foundation Certificate	Short Course	14-Sep-2014
Human Resources Management	Certificate	Full Award	16-Aug-2013
Business Information Systems	Certificate	Full Award	28-Jan-2014

No of Learning Programmes: 9

#### ETP0224

Byte Size College of Computer & Business Studies  
P.O. Box 2087  
Mogoditshane

Learning Programme	Level	Type	Date Accredited
Early Childhood Education	Certificate	Full Award	02-Dec-2013
Public Relations	Certificate	Short Course	04-Nov-2015
Effective Team Building Skills	Foundation Certificate	Short Course	06-Dec-2016
Enterprise Risk Management (ERP)	Foundation Certificate	Short Course	06-Dec-2016
First Aid Skills	Foundation Certificate	Short Course	06-Dec-2016
Leadership and Management Skills for Supervisors	Foundation Certificate	Short Course	06-Dec-2016
Business Skills	Certificate	Full Award	08-Apr-2015
Business management	Certificate	Full Award	08-Sep-2014
Community Development	Certificate	Full Award	10-Jun-2013
Occupational Health & Safety	Certificate	Short Course	10-Jun-2013
Community Development	Certificate	Credit Bearing Short	14-Sep-2014
Certificate in Social Work	Certificate	Full Award	16-Mar-2015
Marketing	Certificate	Full Award	17-Sep-2013
Security Management	Certificate	Full Award	21-Apr-2014
Business Information Systems	Certificate	Full Award	28-Jan-2014
Human Resource Management	Certificate	Full Award	28-Jan-2014
Microsoft Excel	Foundation Certificate	Short Course	28-Jan-2014
Microsoft PowerPoint	Foundation Certificate	Short Course	28-Jan-2014
Microsoft Word	Foundation Certificate	Short Course	28-Jan-2014
Management Information System	Certificate		30-Jun-2016
Advanced Certificate in Procurement & Supply Operation	Certificate	Full Award	30-Jun-2016
Communication For Effective Leadership	Certificate	Short Course	30-Jun-2016
Computing and Information Systems	Certificate	Full Award	30-Jun-2016
Conflict Management skills	Certificate	Short Course	30-Jun-2016
Crisis Management Skills	Certificate	Short Course	30-Jun-2016
Customer Service Skills	Certificate	Short Course	30-Jun-2016
Financial Management	Certificate	Full Award	30-Jun-2016
International Certificate in Purchasing and Supply	Intermediate Certificate	Credit Bearing Short	30-Jun-2016
Microsoft Access	Foundation Certificate	Short Course	30-Jun-2016
Microsoft Windows Operating Systems Fundamentals (Course # 40349)	Foundation Certificate	Short Course	30-Jun-2016
Professional Tour Guide	Intermediate Certificate	Short Course	30-Jun-2016
Public Health	Certificate	Full Award	30-Jun-2016
Travel Tourism & Hospitality	Certificate	Full Award	30-Jun-2016

No of Learning Programmes: 33

#### ETP0225

Winners Professional Trainers  
P.O. Box 743  
Mochudi

Learning Programme	Level	Type	Date Accredited
Income Tax In Botswana	Certificate	Short Course	01-Feb-2016
Introduction to Basic Bookkeeping	Foundation Certificate	Short Course	01-Feb-2016
VAT In Botswana	Certificate	Short Course	01-Feb-2016
Finance for Non-Finance Managers	Certificate	Short Course	05-Oct-2016
Training of Trainers	Certificate	Short Course	28-Apr-2017

No of Learning Programmes: 5

#### ETP0226

Together We Stand (PTY) LTD  
P O Box 45745  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Service	Foundation Certificate	Short Course	15-Dec-2016

No of Learning Programmes: 1

#### ETP0227

AccTech Botswana (Pty) Ltd  
P.O. Box BR 248  
Gaborone

Learning Programme	Level	Type	Date Accredited
SAGE 300 ERP Order Entry	Certificate	Short Course	19-Mar-2015
SAGE VIP Botswana Premier-Part one	Intermediate Certificate	Short Course	19-Mar-2015
SAGE VIP Botswana Premier-Part one	Certificate	Short Course	19-Mar-2015
SAGE 300 ERP Accounts Payable	Certificate	Short Course	28-Aug-2014
SAGE 300 ERP Accounts Receivables	Certificate	Short Course	28-Aug-2014
SAGE 300 ERP General Ledger	Certificate	Short Course	28-Aug-2014
SAGE 300 ERP Internal Requisitions	Certificate	Short Course	28-Aug-2014
SAGE 300 ERP Introduction to Accounting	Foundation Certificate	Short Course	28-Aug-2014
SAGE 300 ERP Inventory Control	Certificate	Short Course	28-Aug-2014
SAGE 300 ERP Peresoft Cashbook	Certificate	Short Course	28-Aug-2014
SAGE 300 ERP Purchase Orders	Certificate	Short Course	28-Aug-2014
SAGE 300 ERP System Manager	Certificate	Short Course	28-Aug-2014

No of Learning Programmes: 12

#### ETP0228

Big Flag (PTY) LTD  
P O BOX 295 AAH  
Gaborone

Learning Programme	Level	Type	Date Accredited
Balanced Scorecard	Certificate	Short Course	02-May-2016
Customer Service	Certificate	Short Course	02-May-2016
Human Resource Management	Certificate	Short Course	02-May-2016
Leadership	Certificate	Short Course	02-May-2016
Motivation	Certificate	Short Course	02-May-2016
Project Management	Certificate	Short Course	02-May-2016
Public Procurement	Certificate	Short Course	02-May-2016
Team Building	Certificate	Short Course	02-May-2016

No of Learning Programmes: 8

#### T10087

Supabrain College Of Business & Computer Studies (Pty) Ltd  
P. O. Box 743  
Jwaneng

Learning Programme	Level	Type	Date Accredited
Business Foundation Certificate	Foundation Certificate	Full Award	17-Sep-2016
Business Management and Administration	Certificate	Short Course	17-Sep-2016
Customer Service Management	Certificate	Short Course	17-Sep-2016
Occupational Health & Safety Practice & Management	Intermediate Certificate	Short Course	17-Sep-2016
Office Procedures and Administration	Certificate	Short Course	17-Sep-2016
Purchasing and Supply Chain Management	Certificate	Short Course	17-Sep-2016
Stores Management and Stock Control	Certificate	Short Course	17-Sep-2016
project Management	Certificate	Short Course	17-Sep-2016
Human Resource Management	Certificate	Full Award	28-Jan-2014

No of Learning Programmes: 9

#### T10151

Barlworld Equipment  
P. O. Box 1616  
Gaborone

Learning Programme	Level	Type	Date Accredited
Automotive Repair & Maintenance (Service Maintenance-NQF 2)	Certificate	Full Award	17-Sep-2016
Mechanical Orientation Programme	Foundation Certificate	Full Award	17-Sep-2016
Vehicle Maintenance (Contemporary level-NCF 3)	Certificate	Full Award	17-Sep-2016

No of Learning Programmes: 3

#### T10215

Barclays Bank Botswana  
P.O. Box 478  
Gaborone

Learning Programme	Level	Type	Date Accredited
Achieving Operational Excellence	Certificate	Short Course	07-Sep-2016
Achieving	Certificate	Short Course	07-Sep-2016
Advanced Business Analysis	Certificate	Short Course	07-Sep-2016
Automated Inward and Outward Payments	Certificate	Short Course	07-Sep-2016
Basil	Certificate	Short Course	07-Sep-2016
Cashiering	Certificate	Short Course	07-Sep-2016
Coaching	Certificate	Short Course	07-Sep-2016
Collection Training	Certificate	Short Course	07-Sep-2016
Complaints Management	Certificate	Short Course	07-Sep-2016
Consultative Selling	Certificate	Short Course	07-Sep-2016
Contact Centre Reference Guides	Certificate	Short Course	07-Sep-2016
Customer Advisor B3	Certificate	Short Course	07-Sep-2016
Direct Sales Agent	Certificate	Short Course	07-Sep-2016
Effective Coaching	Certificate	Short Course	07-Sep-2016
Emerging Leader	Certificate	Short Course	07-Sep-2016
Finance for Non Finance Managers	Certificate	Short Course	07-Sep-2016
Financial Planner	Certificate	Short Course	07-Sep-2016
Game-breaking the product	Certificate	Short Course	07-Sep-2016
Global Payments	Certificate	Short Course	07-Sep-2016
Home Loan	Certificate	Short Course	07-Sep-2016
Home Loan Credit Policy	Certificate	Short Course	07-Sep-2016
Home Loan Sales and Products	Certificate	Short Course	07-Sep-2016
Home Loan Securities	Certificate	Short Course	07-Sep-2016
Leading and Rewarding (devolved pay)	Certificate	Short Course	07-Sep-2016
Learners Centred train the trainer	Certificate	Short Course	07-Sep-2016
Mass Market	Certificate	Short Course	07-Sep-2016
Mentee	Certificate	Short Course	07-Sep-2016
Mentor	Certificate	Short Course	07-Sep-2016
New Product Initiative Training	Certificate	Short Course	07-Sep-2016
Open, Close and Manage Accounts	Certificate	Short Course	07-Sep-2016
Performance Development Training	Certificate	Short Course	07-Sep-2016
Personal Impact	Certificate	Short Course	07-Sep-2016
Pre-overdraft	Certificate	Short Course	07-Sep-2016
Presentation Skills	Certificate	Short Course	07-Sep-2016
Prince2 Reference	Certificate	Short Course	07-Sep-2016
Recruitment Skills	Certificate	Short Course	07-Sep-2016
Report Writing and Presentation Skills	Certificate	Short Course	07-Sep-2016
Retail Credit Assessment Skills	Certificate	Short Course	07-Sep-2016
Safety, Health and Environment	Certificate	Short Course	07-Sep-2016
Sales Agents Booster	Certificate	Short Course	07-Sep-2016
Sarbox Awareness	Certificate	Short Course	07-Sep-2016
Securities	Certificate	Short Course	07-Sep-2016
Security Perfection	Certificate	Short Course	07-Sep-2016
Situational Leadership	Certificate	Short Course	07-Sep-2016
Telephone Impact	Certificate	Short Course	07-Sep-2016
Telephone Skills	Certificate	Short Course	07-Sep-2016
Toolkits 2 -	Certificate	Short Course	07-Sep-2016
Toolkits- Executive Coach	Certificate	Short Course	07-Sep-2016
Unlocking Sales Potential	Certificate	Short Course	07-Sep-2016
Project Management	Certificate	Short Course	10-Jun-2013

No of Learning Programmes: 50

#### T10283

Botswana Institute of Chartered Accountants  
Private Bag 0021

Gaborone

Learning Programme	Level	Type	Date Accredited
Corporate Governance	Certificate	Short Course	19-Nov-2014
Audit Compliance	Certificate	Short Course	21-Nov-2016
Company Secretary	Certificate	Short Course	21-Nov-2016
Fraud & Risk Management	Certificate	Short Course	21-Nov-2016
International Financial Reporting Standards for SMEs	Certificate	Short Course	21-Nov-2016
International Financial Reporting Standards(IFRS)	Certificate	Short Course	21-Nov-2016
International Standards on Auditing and Quality Control	Certificate	Short Course	21-Nov-2016
Practice Review and Quality Control	Certificate	Short Course	21-Nov-2016
Professional Code of Ethics for Accountants	Certificate	Short Course	21-Nov-2016
Taxation	Certificate	Short Course	22-Jan-2015

No of Learning Programmes: 10

**TI0309**

Academe (Pty) Ltd  
P.O. Box AD157 ABE  
Gaborone

Learning Programme	Level	Type	Date Accredited
MS Access	Foundation Certificate	Short Course	29-Oct-2016
MS Excel	Intermediate Certificate	Short Course	29-Oct-2016
MS Outlook	Intermediate Certificate	Short Course	29-Oct-2016
MS Powerpoint	Foundation Certificate	Short Course	29-Oct-2016
MS Project	Intermediate Certificate	Short Course	29-Oct-2016
MS Word	Foundation Certificate	Short Course	29-Oct-2016
MS Word	Intermediate Certificate	Short Course	29-Oct-2016
Ms Access	Intermediate Certificate	Short Course	29-Oct-2016
Ms Excel	Foundation Certificate	Short Course	29-Oct-2016
Ms PowerPoint	Intermediate Certificate	Short Course	29-Oct-2016
Windows Vista	Intermediate Certificate	Short Course	29-Oct-2016

No of Learning Programmes: 11

**TI0311**

The Pacific Institute (Botswana)  
Private Bag 00324  
Gaborone

Learning Programme	Level	Type	Date Accredited
Investment in Excellence	Certificate	Short Course	03-Sep-2016
Steps to Excellence	Certificate	Short Course	03-Sep-2016

No of Learning Programmes: 2

**TI0316**

Service Bridges Consulting  
P.O. Box 2073  
Gaborone

Learning Programme	Level	Type	Date Accredited
Change Management	Certificate	Short Course	16-Dec-2016
Team Leadership	Certificate	Short Course	16-Sep-2016
Customer Service	Certificate	Short Course	28-Aug-2014
Team Building	Certificate	Short Course	28-Jan-2014

No of Learning Programmes: 4

**TI0322**

Institute of Goldfish(Pty) Ltd  
P.O. Box 897  
Gaborone

Learning Programme	Level	Type	Date Accredited
Business Law	Certificate	Short Course	10-Jun-2013
Customer Service	Foundation Certificate	Short Course	12-Aug-2010
Customer Service	Intermediate Certificate	Short Course	12-Aug-2010
Distribution and Logistics Management	Certificate	Short Course	12-Aug-2010
Production and Operations Management	Foundation Certificate	Short Course	12-Aug-2010
Production and Operations Management	Intermediate Certificate	Short Course	12-Aug-2010
Supervision and Management	Certificate	Short Course	12-Aug-2010

No of Learning Programmes: 7

**T10326**

Kalahari Training Institute (Pty) Ltd  
P/BAG 00146  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic Warehouse Services	Foundation Certificate	Short Course	04-Nov-2016
Bookkeeping	Foundation Certificate	Short Course	04-Nov-2016
Customer Service	Certificate	Short Course	04-Nov-2016
Forklift Operation	Foundation Certificate	Short Course	04-Nov-2016
Forklift Operation	Intermediate Certificate	Short Course	04-Nov-2016
Health & Wellness	Foundation Certificate	Short Course	04-Nov-2016
Health & Wellness	Intermediate Certificate	Short Course	04-Nov-2016
Human Resource Management	Certificate	Short Course	04-Nov-2016
Human Resource Management	Intermediate Certificate	Short Course	04-Nov-2016
Introduction to Accounting Concepts	Foundation Certificate	Short Course	04-Nov-2016
Introduction to Basic Computer Operations	Foundation Certificate	Short Course	04-Nov-2016
Leadership and Management	Certificate	Short Course	04-Nov-2016
Merchandising	Certificate	Short Course	04-Nov-2016
Sales and Marketing	Certificate	Short Course	04-Nov-2016
Sales and Marketing	Intermediate Certificate	Short Course	04-Nov-2016
Transport and Vehicles	Foundation Certificate	Short Course	04-Nov-2016
Transport and Vehicles	Intermediate Certificate	Short Course	04-Nov-2016
Warehouse Operations	Certificate	Short Course	04-Nov-2016
Stress Management	Foundation Certificate	Short Course	10-Jun-2013
Financial Awareness	Foundation Certificate	Short Course	12-Jul-2018
Environmental Audit Primer	Foundation Certificate	Short Course	12-May-2017
Environmental Sustainability	Foundation Certificate	Short Course	12-May-2017
Leadership and Management	Intermediate Certificate	Short Course	14-Sep-2017
Anger Management	Foundation Certificate	Short Course	15-Feb-2017
Basics in Hospitality-General	Foundation Certificate	Short Course	15-Feb-2017
Building a Consulting Business	Intermediate Certificate	Short Course	15-Feb-2017
Basic in Human Resource Management	Foundation Certificate	Short Course	15-Feb-2017
Conflict Resolution	Foundation Certificate	Short Course	15-Feb-2017
Crisis Management	Foundation Certificate	Short Course	15-Feb-2017
Customer Service-Critical Elements of Customer Service	Intermediate Certificate	Short Course	15-Feb-2017
Customer Service - Managing Customer Service	Foundation Certificate	Short Course	15-Feb-2017
Creating A Positive Work Environment	Foundation Certificate	Short Course	15-Feb-2017
Delegation	Foundation Certificate	Short Course	15-Feb-2017
Employee Dispute Resolution:Mediation through Peer Review	Foundation Certificate	Short Course	15-Feb-2017
Employee Accountability	Foundation Certificate	Short Course	15-Feb-2017
First Aid Level 2	Intermediate Certificate	Short Course	15-Feb-2017
First Aid Level 1	Foundation Certificate	Short Course	15-Feb-2017
Intermediate Project Management	Intermediate Certificate	Short Course	15-Feb-2017
Inventory Management	Foundation Certificate	Short Course	15-Feb-2017
Logistics and Supply Management	Foundation Certificate	Short Course	15-Feb-2017
Merchandising	Foundation Certificate		15-Feb-2017
Risk Management	Foundation Certificate	Short Course	15-Feb-2017
Team Building	Foundation Certificate	Short Course	15-Feb-2017
Time Management	Foundation Certificate	Short Course	15-Feb-2017
Workplace Harassment	Foundation Certificate	Short Course	15-Feb-2017
Accounting Skills for New Supervisors	Foundation Certificate	Short Course	15-Mar-2017
Advanced Project Management	Certificate	Short Course	15-Mar-2017
Advanced Writing Skills	Foundation Certificate	Short Course	15-Mar-2017
Business Process Management	Foundation Certificate	Short Course	15-Mar-2017
Entrepreneurship	Foundation Certificate	Short Course	15-Mar-2017
Foundations of Sales	Foundation Certificate	Short Course	15-Mar-2017
Leadership Skills for Supervisors: Communication, Coaching and Conflict	Foundation Certificate	Short Course	15-Mar-2017
Merchandising	Intermediate Certificate	Short Course	15-Mar-2017
First Aid Level 3	Certificate	Short Course	24-Feb-2017

**No of Learning Programmes: 54**

**T10327**

GIA Education & Laboratory  
Private Bag BR 187  
Gaborone

Learning Programme	Level	Type	Date Accredited
Diamond Grading Lab Class	Certificate	Short Course	29-Oct-2016
Rough Diamond Evaluation	Certificate	Short Course	29-Oct-2016

**No of Learning Programmes: 2**

**T10330**

Golden Links Institute (PTY) LTD  
P.O. Box 81250  
Gaborone

Learning Programme	Level	Type	Date Accredited
An Introduction to Purchasing Strategy	Intermediate Certificate	Short Course	13-Nov-2016
Analysing the Supply Market	Intermediate Certificate	Short Course	13-Nov-2016
Business Needs in Procurement and Supply	Certificate	Short Course	13-Nov-2016
Category Management in Procurement and Supply	Certificate	Short Course	13-Nov-2016
Contexts of Procurement and Supply	Intermediate Certificate	Short Course	13-Nov-2016
Corporate and Business Strategy	Certificate	Short Course	13-Nov-2016
Developing Contracts in Purchasing and Supply	Certificate	Short Course	13-Nov-2016
Effective Negotiation in Purchasing and Supply	Certificate	Short Course	13-Nov-2016
Effective Negotiation in Purchasing and Supply	Foundation Certificate	Short Course	13-Nov-2016
Improving the Competitiveness of Supply Chains	Certificate	Short Course	13-Nov-2016
International Logistics	Intermediate Certificate	Short Course	13-Nov-2016
Inventory and Logistics Operations	Intermediate Certificate	Short Course	13-Nov-2016
Leadership in Procurement and Supply	Certificate	Short Course	13-Nov-2016
Legal Aspect in Procurement and Supply	Certificate	Short Course	13-Nov-2016
Management in Procurement and Supply	Certificate	Short Course	13-Nov-2016
Managing Contracts and Relationships in Procurement and Supply	Certificate	Short Course	13-Nov-2016
Managing Risk in Supply Chains	Certificate	Short Course	13-Nov-2016
Managing purchasing and supply relationships	Certificate	Short Course	13-Nov-2016
Measuring Performance in Purchasing and Supply Market	Intermediate Certificate	Short Course	13-Nov-2016
Measuring Purchasing Performance	Certificate	Short Course	13-Nov-2016
Negotiating and Contracting in Procurement and Supply	Certificate	Short Course	13-Nov-2016

Operations Management in Supply Chains	Certificate	Short Course	13-Nov-2016
Preparing and Managing Contracts	Intermediate Certificate	Short Course	13-Nov-2016
Procurement and Supply Administration	Foundation Certificate	Short Course	13-Nov-2016
Procurement and Supply Environment	Foundation Certificate	Short Course	13-Nov-2016
Procurement and Supply Functions	Foundation Certificate	Short Course	13-Nov-2016
Procurement and Supply Operations	Intermediate Certificate	Short Course	13-Nov-2016
Procurement and Supply Principles	Foundation Certificate	Short Course	13-Nov-2016
Procurement and Supply Processes	Foundation Certificate	Short Course	13-Nov-2016
Procurement and Supply Relationships	Intermediate Certificate	Short Course	13-Nov-2016
Procurement and Supply Stakeholders	Foundation Certificate	Short Course	13-Nov-2016
Procurement and Supply Workflow	Intermediate Certificate	Short Course	13-Nov-2016
Programme and Project Management	Certificate	Short Course	13-Nov-2016
Purchasing Contexts	Certificate	Short Course	13-Nov-2016
Selecting the Right Supplier	Foundation Certificate	Short Course	13-Nov-2016
Sourcing in Procurement and Supply	Certificate	Short Course	13-Nov-2016
Stock Management & Forecasting	Certificate	Short Course	13-Nov-2016
Strategic Supply Chain Management	Certificate	Short Course	13-Nov-2016
Supply Chain Diligence	Certificate	Short Course	13-Nov-2016
Sustainability in Supply Chain	Certificate	Short Course	13-Nov-2016
Tender Evaluation and Adjudication	Intermediate Certificate	Short Course	13-Nov-2016
Tender Preparation and Administration	Intermediate Certificate	Short Course	13-Nov-2016
The Business Environment	Foundation Certificate	Short Course	13-Nov-2016
Understanding Purchasing Principles	Foundation Certificate	Short Course	13-Nov-2016
Inventory Management	Foundation Certificate	Short Course	28-Aug-2014

**No of Learning Programmes: 45**

**TI0331**

Continuity SA  
P.O. Box AB 168 ABC  
Gaborone

Learning Programme	Level	Type	Date Accredited
Complete Continuity Overview programme	Certificate	Short Course	15-Nov-2016
Complete Continuity Practitioner programme	Certificate	Short Course	15-Nov-2016

**No of Learning Programmes: 2**

**TI0347**

Health Partners  
P. O. Box402124  
Gaborone

Learning Programme	Level	Type	Date Accredited
Basic First Aid	Foundation Certificate	Short Course	16-Sep-2016
Basic Food Hygiene	Foundation Certificate	Short Course	16-Sep-2016
HIV/AIDS Education	Foundation Certificate	Short Course	16-Sep-2016
Introduction to Occupational Health and safety	Foundation Certificate	Short Course	16-Sep-2016
Strategic Management of HIV/AIDS for SMME's	Intermediate Certificate	Short Course	16-Sep-2016
Workplace Employee Assistance Programme	Foundation Certificate	Short Course	16-Sep-2016

**No of Learning Programmes: 6**

**TI0471**

Baize Point (Pty) Ltd T/A Edu Point  
P.O. Box 500249  
Francistown

Learning Programme	Level	Type	Date Accredited
Occupational Health & Safety	Certificate	Short Course	10-Jun-2013
Change Management	Certificate	Short Course	16-Mar-2015
Customer Service	Certificate	Short Course	28-Aug-2014
Employee Motivation	Certificate	Short Course	29-Aug-2016
Fork lift truck	Certificate	Short Course	29-Aug-2016
Front Office	Certificate	Short Course	29-Aug-2016
Principles of Financial Management	Certificate	Short Course	29-Aug-2016
Team Building	Certificate	Short Course	29-Aug-2016
Team Leadership & Management	Certificate	Short Course	29-Aug-2016
Total Productive Maintenance	Certificate	Short Course	29-Aug-2016
Stress Management	Certificate	Short Course	29-Jul-2015
Time Management	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 12**

**TI0472**

Collegia Consulting Group  
P.O. Box 10241  
Gaborone

Learning Programme	Level	Type	Date Accredited
Occupational Health and Safety.	Certificate	Short Course	14-Sep-2014
Customer Service	Certificate	Short Course	29-Aug-2016
Project Management	Certificate	Short Course	29-Aug-2016

**No of Learning Programmes: 3**

**TI0479**

Avani Gaborone Hotel & Casino  
Private Bag 0016  
Gaborone

Learning Programme	Level	Type	Date Accredited
Front Line Skills	Foundation Certificate	Short Course	03-Aug-2016
Induction	Foundation Certificate	Short Course	03-Aug-2016
Managing Performance	Foundation Certificate	Short Course	03-Aug-2016
Responsible Gambling	Foundation Certificate	Short Course	03-Aug-2016
Responsible Gambling	Intermediate Certificate	Short Course	03-Aug-2016

**No of Learning Programmes: 5**

**TI0480**

Defensive Driving Academy  
P.O. Box 16  
Mogoditshane

Learning Programme	Level	Type	Date Accredited
Front End Loader Operator	Intermediate Certificate	Short Course	15-Feb-2017
Motor Grader Operator	Intermediate Certificate	Short Course	15-Feb-2017
Tractor Loader Backhoe Operator	Intermediate Certificate	Short Course	15-Feb-2017



Defensive Driving	Certificate	Short Course	15-Oct-2016
Defensive and Advanced Driver Training	Certificate	Short Course	15-Oct-2016
Driver Trainer (Train the Trainer)	Certificate	Short Course	15-Oct-2016
Fire Prevention Management	Foundation Certificate	Short Course	15-Oct-2016
First Aid	Certificate	Short Course	15-Oct-2016
Fork Lift Truck Operator	Certificate	Short Course	15-Oct-2016
Heavy Duty Truck Operator	Certificate	Short Course	15-Oct-2016
Induction	Foundation Certificate	Short Course	15-Oct-2016
Light Duty Vehicles Operator	Certificate	Short Course	15-Oct-2016
Motor Cycles Riding	Certificate	Short Course	15-Oct-2016
Off Road Driving	Certificate	Short Course	15-Oct-2016
Passenger Service Vehicle Operator	Certificate	Short Course	15-Oct-2016
Tractor and Attachments Operator	Certificate	Short Course	15-Oct-2016
Transportation of Dangerous Goods	Certificate	Short Course	15-Oct-2016

**No of Learning Programmes: 17**

**T10482**

Wellness Consultants  
P.O. Box 81896  
Gaborone

Learning Programme	Level	Type	Date Accredited
First Aid	Foundation Certificate	Short Course	19-Mar-2015
Color Code Interpersonal Skills	Foundation Certificate	Short Course	26-Sep-2016
Occupational Health and Safety	Certificate	Short Course	26-Sep-2016
Peer Education & Counselling	Foundation Certificate	Short Course	26-Sep-2016
Workplace Ergonomics	Certificate	Short Course	29-Jul-2015

**No of Learning Programmes: 5**

**T10766**

Nesh Consulting  
P. O. Box 30588  
Tlokweng

Learning Programme	Level	Type	Date Accredited
ISO 9001:2008 Auditor/Lead Auditor	Certificate	Short Course	29-Aug-2016
ISO 9001:2008 Documentation	Certificate	Short Course	29-Aug-2016
Understanding and Implementing of ISO9001:2008	Certificate	Short Course	29-Aug-2016

**No of Learning Programmes: 3**

**T10767**

Iskill Learning  
P. O. Box 20622  
Mahalapye

Learning Programme	Level	Type	Date Accredited
Computer Skills	Intermediate Certificate	Short Course	01-Feb-2017
Microsoft Excel	Certificate	Short Course	01-Feb-2017
Microsoft Excel	Intermediate Certificate	Short Course	01-Feb-2017
Essential HR Policy Development & Implementation	Certificate	Short Course	08-Sep-2016
Supervisory Development	Certificate	Short Course	08-Sep-2016
Occupational Health & Safety	Intermediate Certificate	Short Course	10-Jun-2013
Entrepreneurship & Small Business Management	Certificate	Short Course	16-Nov-2016

**No of Learning Programmes: 7**

**T10770**

Learn-Mart College  
P. O. Box 602357  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Service	Foundation Certificate	Short Course	04-Jan-2016
Team Building	Intermediate Certificate	Short Course	04-Jan-2016
Time Management	Intermediate Certificate	Short Course	04-Jan-2016
effective team leadership building	Intermediate Certificate	Short Course	04-Jan-2016
Finance for Non-Finance Managers	Certificate	Short Course	27-Sep-2016
TAXATION	Foundation Certificate	Short Course	27-Sep-2016

**No of Learning Programmes: 6**

**T10771**

Nextcareer Consulting  
P.O. Box 46537  
Gaborone

Learning Programme	Level	Type	Date Accredited
Retirement Life Planning	Certificate	Short Course	03-Oct-2016

**No of Learning Programmes: 1**

**T10774**

Makobo Cconsultancy  
P/Bag 00480  
Gaborone

Learning Programme	Level	Type	Date Accredited
Entrepreneurship & Business	Certificate	Short Course	07-Oct-2016

**No of Learning Programmes: 1**

**T10775**

Key Intelligent Solutions (PTY) LTD  
P O Box 660 ABG  
Sebele  
Gaborone

Learning Programme	Level	Type	Date Accredited
Entrepreneurship	Intermediate Certificate	Short Course	02-Nov-2016
Selling Smarter	Intermediate Certificate	Short Course	02-Nov-2016
Budgets and Managing Money	Intermediate Certificate	Short Course	15-Dec-2016
Emotional Intelligence	Intermediate Certificate	Short Course	17-Oct-2016
Getting Stuff Done:Personal Development	Intermediate Certificate	Short Course	17-Oct-2016

**No of Learning Programmes: 5**

**T10777**

Builders Warehouse

P. O. Box 406  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Service Excellence	Foundation Certificate	Short Course	02-Feb-2017
Shrinkage Awareness	Foundation Certificate	Short Course	02-Feb-2017
Induction	Foundation Certificate	Short Course	26-Oct-2016
Introduction to Selling Skills	Foundation Certificate	Short Course	26-Oct-2016
Supervisory Skills	Foundation Certificate	Short Course	26-Oct-2016
Telephone Skills	Foundation Certificate	Short Course	26-Oct-2016

No of Learning Programmes: 6

**T10780**

Kingdom Arts Academy  
P. O. Box106 AAD  
Gaborone

Learning Programme	Level	Type	Date Accredited
Music	Foundation Certificate	Short Course	02-Nov-2016
Music	Certificate	Short Course	25-Nov-2016

No of Learning Programmes: 2

**T10781**

Home Sweet Home Engineering Academy  
P O BOX 25599  
Gaborone

Learning Programme	Level	Type	Date Accredited
Advanced Pneumatics System	Certificate	Short Course	16-Nov-2016
Basic Pneumatics	Certificate	Short Course	16-Nov-2016
Electro-Pneumatic System	Certificate	Short Course	16-Nov-2016
Pneumatics System Maintenance	Certificate	Short Course	16-Nov-2016
Sensor in Automation System	Certificate	Short Course	16-Nov-2016

No of Learning Programmes: 5

**T10783**

Kumten (PTY) LTD  
Box 82315  
Gaborone

Learning Programme	Level	Type	Date Accredited
Customer Care	Intermediate Certificate	Short Course	24-Nov-2016
Sales and Marketing	Intermediate Certificate	Short Course	24-Nov-2016
Supervision	Intermediate Certificate	Short Course	24-Nov-2016

No of Learning Programmes: 3

**T10784**

Whitelight (PTY) LTD  
P. O. Box 20125  
Gaborone

Learning Programme	Level	Type	Date Accredited
Microsoft Excel	Certificate	Credit Bearing Short	16-Nov-2016
Customer Service	Intermediate Certificate	Short Course	26-Aug-2014

No of Learning Programmes: 2

**T10792**

Boleng Training and Consultancy Services (Proprietary) Limited  
P. O. Box 500637  
Gaborone

Learning Programme	Level	Type	Date Accredited
Occupational Health and Safety	Foundation Certificate	Short Course	
Basic Accounting Skills	Foundation Certificate	Short Course	01-Feb-2017
Entrepreneurship Skills	Certificate	Short Course	01-Feb-2017
Finance for Non-Finance Managers	Certificate	Short Course	01-Feb-2017
Computerised Receptionist	Certificate	Short Course	23-Feb-2017
Customer Service	Certificate	Short Course	30-Nov-2016
Effective Communication	Certificate	Short Course	30-Nov-2016
Team Building	Certificate	Short Course	30-Nov-2016

No of Learning Programmes: 8

**T10793**

Mmmapatsi Digital Marketing  
P. O. BOX 2244  
FRANCISTOWN

Learning Programme	Level	Type	Date Accredited
Microsoft Office Excel Advance	Certificate	Short Course	02-Dec-2016
Microsoft Project	Foundation Certificate	Short Course	02-Dec-2016
Microsoft Word	Foundation Certificate	Short Course	02-Dec-2016

No of Learning Programmes: 3

**T10841**

Jwaneng Technical College  
Private Bag 009  
Jwaneng

Learning Programme	Level	Type	Date Accredited
National Certificate in Accountancy and Business Studies	Certificate	Full Award	05-Dec-2016
National Craft Certificate in Bricklaying and Plastering	Certificate	Full Award	05-Dec-2016
National Craft Certificate in Electrical	Certificate	Full Award	05-Dec-2016
National Craft Certificate in Carpentry and Joinery	Certificate	Full Award	05-Dec-2016
National Craft Certificate in Painting and Decorating	Certificate	Full Award	05-Dec-2016
National Certificate in Secretarial Studies	Certificate	Full Award	05-Dec-2016

No of Learning Programmes: 23

No of Programmes: 2752 No of Institutions: 172