

**AN ASSESSMENT AND ANALYSIS
OF NON-FORMAL EDUCATION
IN BOTSWANA**

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**DEPARTMENT of
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EDUCATION**

**Ministry of Education
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and

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I. INTRODUCTION

The Assessment/Analysis of Non-Formal Education Activities in Botswana has been a useful experience which has enabled us to understand better the organizations, governmental and non-governmental, which are striving to provide educational opportunities to groups not adequately served by the formal education system. The Department of Non-Formal Education (DNFE) has an official mandate to aid these programmes. The description of the responsibilities of the DNFE is found in the National Development Plan, 1979-86 as follows:

- to meet specific learning needs of particular subgroups in the community, to stress the needs of rural communities and particularly those who have been largely deprived of other forms of education;
- to provide a basic network of non-formal education throughout the country;
- to train the staff required for non-formal education, both for the Ministry of Education and for other Ministries and agencies;
- to cooperate with other agencies through the Rural Extension Coordinating Committee and with the Institute of Adult Education.

The variety and number of programmes providing NFE is great. We at the DNFE needed an operational definition of NFE which would help us determine which programmes would be included in our assessment. We developed the following definition:

NFE programmes meet specific learning needs of communities, particularly those who have been largely deprived of other formal forms of education; programmes leading to rural development and/or income generation are of particular importance. Programmes considered should lead to an economic opportunity (e.g.; a job) and not necessarily be a step in a formal education program.

The Assessment/Analysis of Non-Formal Education had two goals: one, to update the booklet Learning Opportunities in Botswana and two, to develop a better understanding of the problems and opportunities facing NFE programmes. The booklet, Learning Opportunities in Botswana, has been very popular because it serves as a guide to individuals looking for opportunities to improve themselves. The booklet covers three kinds of learning opportunities:

- a. those available to the general public;
- b. those provided by Government departments or other institutions for people who are classified as trainees (not as employees); and
- c. those provided by various institutions for employed people from a variety of sources.

In updating this booklet we have concentrated on reporting on programmes in the larger villages and towns in Botswana. We have also included programmes which would be considered recreational (i.e., dance, karate, etc.) because many people want to know about these programs.

The full report of each programme reviewed is at Appendix A. The new booklet will include the following information on each programme:

- Description of programme
- Location of programme
- Courses offered, fees and entry requirements
- Additional services offered
- Dates of training
- Accommodations provided

While collecting the data listed above, the DNFE enumerators also asked questions about the administration and supervision, the funding, the participants, the staff, the facilities and the objectives and future plans of the programmes. This information is recorded for 117 programmes at Appendix A.

Many of these programmes do not meet the criteria set by our definition. We reviewed each programme and decided to exclude the following organizations from further analysis:

Tati-town Night School
Botswana Theological Training Program
Francistown Evening School
Francistown Teacher Training College
Aerobics in Motion
Alliance Francaise of Botswana
Assembly Bible College
Bible Way Correspondence School
Botswana Bible Training Institute
Botswana Orientation Centre
Botswana Theological Training Programme
Camphill School
Capital Continuation Classes
Department of Meteorological Services
E. Hollands (PTY) Ltd.
Gaborone Fitness Center
Government Computer Bureau
John Flores School of Dance
Kanazawa-Sho-do-kan Karate Dojo
Keep Fit Class
Modern Jazz Dance Studio
National Health Institute
National Institute of Development and Culture Research
Radio Botswana
BAC
Polytechnic
Tsosa-Motse Karate School
University of Botswana
Kanye Evening School
Kanye Hospital School of Nursing
Botswana Meat Commission School
Lobatse Teacher Training College
National Health Institute (Lobatse)
Deborah Retief Memorial Hospital
Mochudi Night School
Mochudi Resource Centre for the Blind
Phuthadikobo Museum
Scottish Livingstone Hospital
Camphill Community Centre
Ramotswa School for the Deaf
National Health Institute (Serowe)
Serowe Teacher Training Centre

The remaining programmes led to occupational change or improvement; had stated goals to improve the economic progress of the general population; offered more to the participant than on-the-job training; and were independent of the formal school structure.

The Assessment/Analysis was funded by the Agency for International Development as a field exercise which would assist in the development of a prototype method for conducting assessments of non-formal education programmes in developing countries. The approach used by the DNFE was used in Cameroon and refined for use by the DNFE. Discussions and initial field work began in October 1982. The assessment was presented to the Rural Extension Coordinating Committee (RECC), a steering body made up of representatives of the Ministries which are responsible for programmes in rural areas of Botswana. The RECC saw the research as an important first step to sorting out the programming taking place in Botswana. The DNFE decided to undertake the assessment as a service to the RECC and to further their knowledge of NFE in Botswana.

Research Methodology

Five enumerators and one driver were employed for the month of April 1983. Data was collected by the enumerators and the field coordinator in major towns and villages in the following districts: Southern, South-East, Kweneng, Kgatleng, Central and North-East Districts.

The research methodology consisted of individual interviews with the chief administrators of various non-formal education organizations and institutions. A formal survey questionnaire (see Appendix B) was used by the enumerators.

This was a method of gathering data which was appropriate and effective, owing to the descriptive information being sought in this study. The questionnaire was written by the central office staff and discussed with the enumerators before they went to the field. After having used the questionnaire for several days the enumerators and field coordinator felt that several changes in the questionnaire were necessary; i.e., the addition of an identification question and the removal of a question that many administrators felt reluctant and difficult to answer. After communicating with the project director these changes were made.

The actual field work took place following the pre-testing of the questionnaire. The enumerators interviewed key administrators of non-formal education organizations. The enumerators were closely supervised by the coordinator with brief meetings taking place on almost a daily basis.

Upon completion of the field work, the information from the questionnaires was typed into a formal format to aid in insuring that relevant information had been gathered. These formal formats were then indexed and much of the information was further organized and processed.

The final stage of the process was the analysis and final report writing.

Research Schedule

The initial and preliminary discussions, preparations and agreements about doing this study began in October 1982. The actual design of the questionnaire used in the training of the enumerators was begun in March. The selection and training of enumerators, along with the final design of the questionnaire took place from March 22nd to April 5th. The field research phase

lasted six weeks, from April 5th to May 13th. The final phase of processing and analyzing the data was accomplished in three weeks, from May 16th to June 3rd.

Role of Coordinator

The coordinator of this study served as a helper, facilitator and guide. His primary function was to facilitate the collection of accurate information by the enumerators. This primary function included the tasks of selecting and training enumerators, organizing/planning schedules of programmes to be interviewed, improving interviewing techniques, making minor changes in the questionnaires, encouraging ideas and suggestions from the enumerators, spot checking with various people who had been interviewed to help evaluate the work of the enumerators, and evaluating the quality of the information gathered. The coordinator was also responsible for administrative responsibilities, including providing transportation, salaries, and supplies to the enumerators, as well as payment for other research expenses.

Quality of Information

The enumerators for this study were all very capable individuals. Each had at least a bachelor of arts degree and each possessed good reasoning and communication skills. There was close supervision and communication between the coordinator and enumerators, especially during the first two weeks when brief meetings and discussions were held on a daily basis. The enumerators were encouraged to contribute their ideas for improvements and of programmes to be interviewed. Their interest, involvement, and contributions were very good.

There seemed to be a sufficient amount of time for the locations that were chosen to be studied and most if not all the non-formal education programmes and organizations were covered. It happened too, that some programmes were interviewed that did not qualify as non-formal educational programmes. These of course, were not included in the final report.

Regarding the nature of the information collected, almost all of it was simple descriptive facts and figures about learning programmes and organizations. There was almost no reluctance on the part of administrators to provide the information, much of it being quite obvious and visible; i.e., number of classrooms, teachers, names of courses. Catalogues, bulletins and brochures were provided by many of the organizations and the enumerators were able to check figures and facts. The information seems, then, to generally be quite accurate. The question regarding the annual budget did present some problems as people sometimes did not know, as in the case of some extension workers, or did not want to say.

II. RESEARCH BACKGROUND

Nonformal Education in Relation to Official Governing Institutions

The Republic of Botswana*, since its independence in 1966, has experienced an evolution of its governing institutions. The traditional system of the chief/ward headman presiding over the Kgotla has come to function in relationship to the new republican form of government. This relationship has resulted in development schemes which are possibly unique to Botswana. The delivery of non-formal education is a part of the traditional system, a goal of several ministerial departments and the mission of other non-governmental organizations. To have the total picture of non-formal education in Botswana, one must review, however briefly, the institutional systems currently functioning in Botswana.

Traditional Institutions and Divisions

House of Chiefs: National meeting of chiefs whose 15 members have no legislative powers, but advises on legislation affecting tribal members.

Chief/Ward Headman: Appointed or hereditary leaders of tribes or wards whose responsibility is to rule by customary law.

*The Republic of Botswana is a non-racial democracy with a unicameral legislature, the National Assembly. The president is elected by the majority party of the elected Members of Parliament and selects his cabinet from the 36 Members of Parliament. There are ten Districts though only nine District Councils (Chobe and Ngamiland are served by a single District Council) and four Town Councils.

Ward*: Most villages are sub-divided into wards. A ward typically consists of families from a single lineage and usually has its own kgotla and ward headman.

Customary Courts: Local chiefs/ward headmen or their representatives decide cases according to customary law (usually in the kgotla forum).

Kgotla*: A place, a meeting and a court. The kgotla is the meeting place of a chief and his people. The chief presides over the kgotla, which is the authoritative decision-making body for all matters of communal concerns. The chief also tries people on matters of customary law in the kgotla.

Regiment*: Traditionally, all adult Batswana, men and women, belonged to an age-set or regiment. A new regiment of youths in their late teens or early twenties would be initiated approximately every five years, at the paramount chief's discretion. Regiments are available for any community task assigned by the paramount chief.

Central Government Institutions and Divisions

Districts and Council: There are ten Districts and nine District Councils (Chobe and Ngamiland are served by a single District Council) and four Town Councils.

District Council*: The elected local government in each of Botswana's nine Council Districts. The District Councils have statutory responsibility for primary education, primary health care, rural roads, domestic water supply and social and community development.

*definitions from A Study of Local Institutions in Kgatleng District, Botswana (Applied Research Unit, Ministry of Local Government and Lands, February 1982) Appendix 1.

Village Committees Often Elected in Kgotla

Village Development Committee (VDC): VDC's were established by Presidential decree in 1968 as the primary institution for promoting development. VDC's are non-statutory, non-political voluntary committees without legally enforceable powers to raise funds (through collection of taxes) or to invoke sanctions.

Village Health Committee (VHC)*: A village committee which promotes preventative health care programmes.

Social Welfare Committee (SWC)*: A village committee formed to help the ACDO in his/her work with destitutes.

Government Workers Co-Opted to Work with Elected Committees

Agricultural Demonstrator (AD)*: This officer is the village extension worker of the Ministry of Agriculture. The AD works closely with the various farmer's committees in the village.

Assistant Community Development Worker (ACDO)*: This officer is the village extension worker of the Social and Community Development Department of the District Council. The ACDO has special responsibility for working with the VDC.

Family Welfare Educator (FWE)*: This officer is the village extension worker of the Health Department of the District Council. The FWE's duties focus upon the preventive rather than the curative aspect of health care.

*Ibid.

Literacy Assistant (LA): Employee of the Department of Non-Formal Education, Ministry of Education.

(All extension workers serve on the Village Extension Team).

Other Organizations Often Found at the Village Level

Burial Society

Thrift and Loan Society

Co-operative Marketing and Credit Society

4-B

Dip Tank Committee

Farmers Committee

Drift Fence Committee

PTA

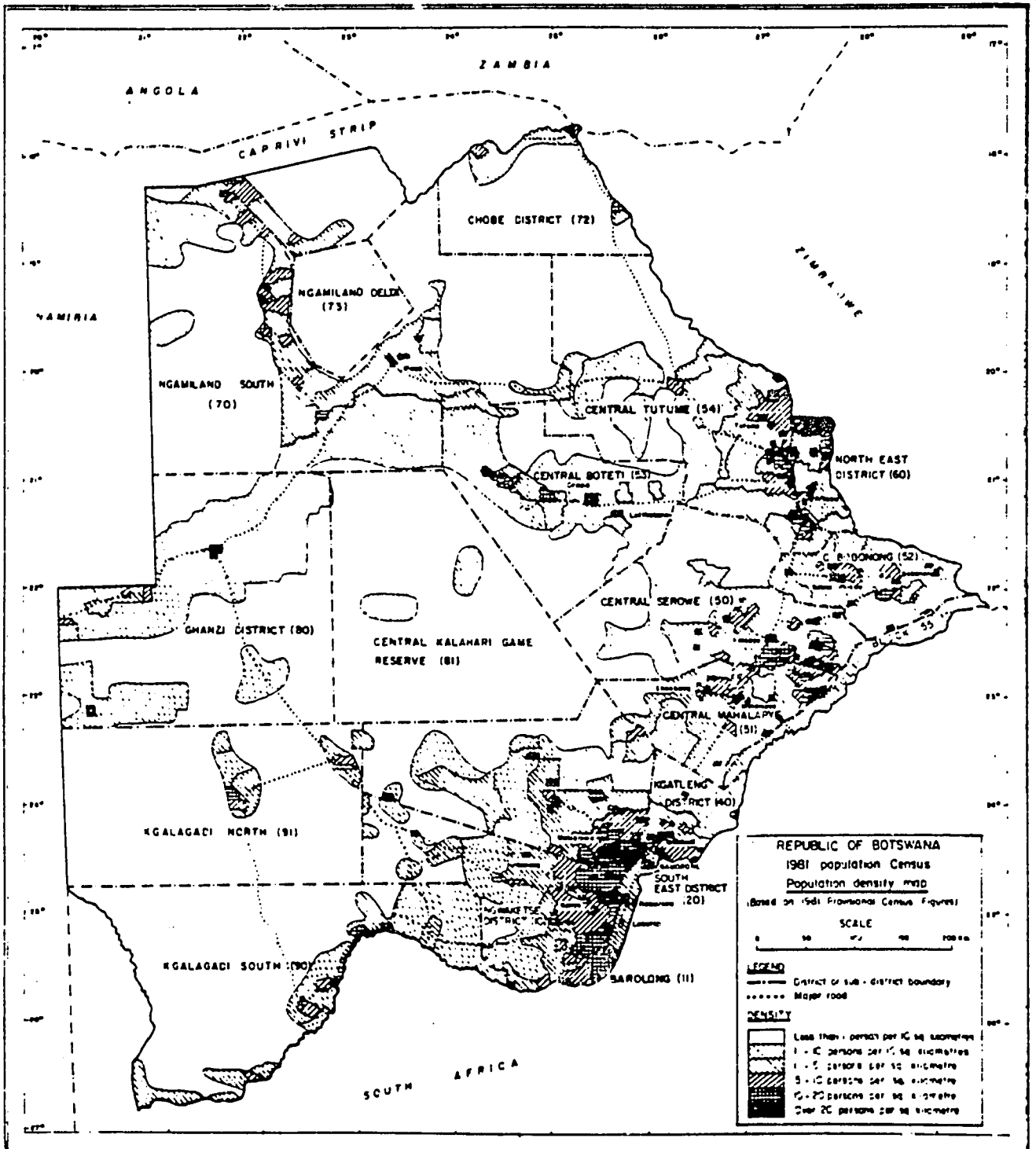
Population Density and Distribution

The following description of population density is taken from the 1981 population and housing census publication titled Census Administrative/Technical Report and National Statistical Tables (Central Statistics Office, Ministry of Finance and Development Planning):

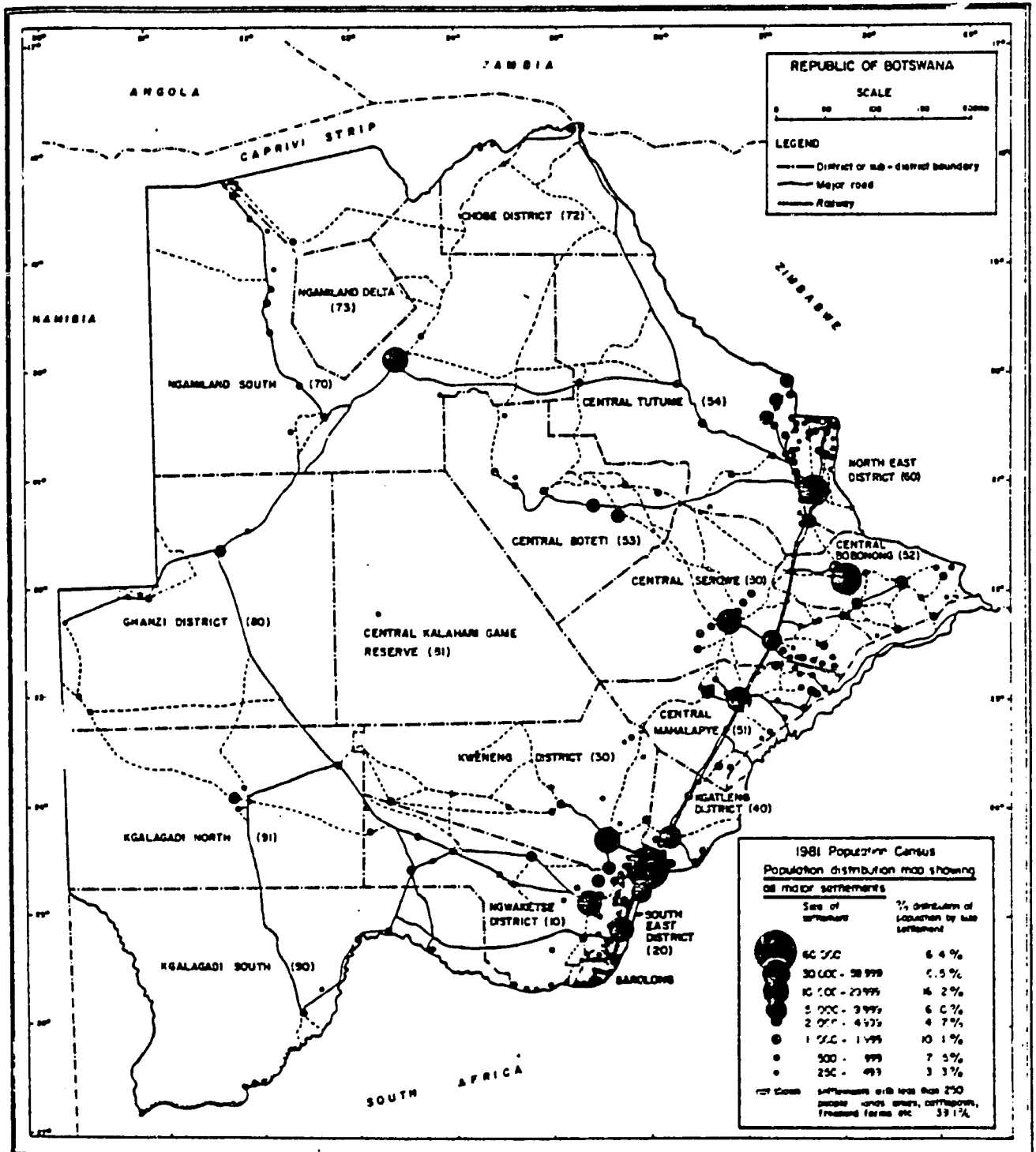
The population density maps present a picture where the southern axis of population concentration is around Gaborone. To the north there is no clear pivot area but Mahalapye, Serowe, Selebi-Phikwe and Francistown are major population density areas. The population then spreads becoming thinner and more sparse as one travels both westwards and northwestwards from Francistown to Maun and Kasane. From Kasane the population forks to Satau (and Parakarungu) and Kachikau on the Maun road. From Maun around the swamps to the west, there are villages all the way to Mohembo, (beyond Shakawe) on the border with the Caprivi Strip. From East Mohembo to Seronga and Beetsa,

villages occur in beautiful countryside with fertile soil spoiled only by occasional tsetse, remoteness and inaccessibility. Westwards from Francistown, settlements spread to Orapa and Letlhakane to Tsienyane, and other villages along the Boteti River. In the southern part of the country, the population spreads along the Lobatse-Gantsi road to Kang where settlements occur westwards to Tshane and to the triangle formed by Lokgwabe, Hukuntsi and Lehututu. From thence there is emptiness until Kule-Ncojane and on the Mamono-Gantsi road villages and farms occur. In the southernmost part of the country settlements occur along the Molopo River with some farms in between. The centre of the country is almost uninhabited with occasional remote area dwellers roaming the Makgadikgadi plains and pans and the Central Kgalagadi Game Reserve with two or three settlements dominated by Xadé.

1981 CENSUS: POPULATION DENSITY MAP



1981 CENSUS: POPULATION DISTRIBUTION MAP



POPULATION BY DISTRICT AND LOCALITY SIZE

	URBAN	TOTAL RURAL	5,000+	1,000 - 4,999	500 - 999	100 - 499	UNDER 100	TOTAL
Gaborone	59,657	0	0	0	0	0	0	59,657
Francistown	31,065	0	0	0	0	0	0	31,065
Lobatse	19,034	0	0	0	0	0	0	19,034
Selebi-Phikwe	29,469	0	0	0	0	0	0	29,469
Orapa	5,229	0	0	0	0	0	0	5,229
Jwaneng	5,567	0	0	0	0	0	0	5,567
Ngwaketse	0	104,182	26,824	11,062	12,288	38,518	15,490	104,182
Barolong	0	15,471	0	2,674	5,375	6,879	543	15,471
*Total Southern	5,567	119,653	26,824	13,736	17,663	45,397	16,033	125,220
South East	0	30,649	19,660	4,616	1,407	1,686	3,280	30,649
Kweneng	0	117,127	27,088	19,269	14,822	14,816	14,132	117,127
Kgatleng	0	44,461	18,379	10,376	2,116	6,914	6,676	44,461
Central Serowe	9,593	82,634	23,656	12,517	9,845	19,604	17,012	92,227
Mahalapye & Tuli	0	82,982	20,716	18,008	8,746	19,085	16,427	82,982
Bobonong	0	46,436	5,236	11,870	3,990	16,629	8,711	46,436
Boteti	0	26,406	5,167	3,482	3,309	7,286	7,162	26,406
Tutume	0	75,277	5,926	23,539	14,789	21,022	10,001	75,277
*Total Central	9,593	313,735	60,701	69,416	40,679	83,626	59,313	323,328
North East	0	36,636	0	11,914	13,847	8,704	2,171	36,636
Ngamiland	0	68,063	14,925	7,260	4,847	30,799	10,232	68,063
Chobe	0	7,934	0	2,193	1,220	3,461	1,060	7,934
*Total North West	0	75,997	14,925	9,453	6,067	34,260	11,292	75,997
Ghanzi	0	19,096	0	3,279	3,146	5,972	6,699	19,096
Kgalagadi	0	24,059	0	6,548	4,212	11,125	2,174	24,059
WHOLE COUNTRY	159,614	781,413	167,577	148,607	103,959	239,500	121,770	941,027

III. ANALYSIS OF DATA

The NFE programmes reviewed were analyzed along the following lines:

1. Supervision and Administration. We looked at programmes to see if they had full-time staff committed to directing their programmes. We also tried to see what is the ratio of participants to instructors; however, few programs could be precise about the number of participants in their programmes.
2. Costs and Financing. We looked at where operating money is coming from. Some administrators were not aware of their operating costs, since they receive their money from government and government appears to do all accounting.
3. Access and Equity. We were concerned with the location of the programmes and what groups attended their classes. We paid particular attention to what programmes women and youth were currently attending.
4. External Efficiencies. We were interested to locate programmes which concerned themselves with the objectives of the National Plan: rural development and employment generation. We pinpointed programmes which worked with village institutions and those that resulted in its participants getting a job or making a cash income.
5. Internal Efficiencies. We wanted to know if all facilities were completely in use. We looked at the training centres to see which had empty classrooms and hostels at any time of the year.

NFE ORGANIZATIONS WITH FULL-TIME ADMINISTRATION

Found in the following chart is the staffing strength of NFE organizations with a full-time administration. The number and positions of staff in administrative and teaching positions are provided.

Information about the number and sex of programme participants is also presented, from which the staff/student ratio can easily be determined. A relatively large number of (over sixty) NFE organizations have full-time administrative staff; some employing as few as one person, others with an administrative and teaching staff of up to twenty-four people.

NFE ORGANIZATIONS WITH FULL-TIME ADMINISTRATION

	FULL-TIME ADMINISTRATION	FULL-TIME INSTRUCTORS	PART-TIME INSTRUCTORS	VOLUNTEER INSTRUCTORS	PROGRAM PARTICIPANTS	
					MALE	FEMALE
(FRANCISTOWN)						
Institute of Adult Education*	1 Head of Office				20	
Home Economics Unit/ Youth Section*		2 Home Economics Officers				15
BEDU Industrial Estate*	1 Estate Manager	3 Advisors			15	
BEDU Lekgaba Artistic Centre*	1 Estate Manager	1 Advisor, 1 Counterpart			5	
Boswa Training Centre*	1 Estate Manager	3 Advisors 2 Counterparts				27 (2 months)
(GABORONE)						
African American Labor Centre	1 Country Rep.				750	
Aunt Ellen's Typing School	1 Principal/ Instructor	1 Instructor				40
Automotive Trades Training School*	1 Principal 1 Teacher Guidance	3 Chief Instructors 6 Instructors	3 Instructors		55	
BEDU Metalworks Estate*	1 Estate Manager	1 Senior Technical Officer, 2 Junior Technical Officers			(not available)	
BEDU Construction Estate*	1 Estate Manager	3 Technical Officers			13	
Boikago Engineering Works*	1 Managing Director				6 (general workers)	

*indicates government programmes, **parastatal, ***mining town's educational programme

NFE ORGANIZATIONS WITH FULL-TIME ADMINISTRATION (cont.)

	FULL-TIME ADMINISTRATION	FULL-TIME INSTRUCTORS	PART-TIME INSTRUCTORS	VOLUNTEER INSTRUCTORS	PROGRAM PARTICIPANTS	
					MALE	FEMALE
Boikago Touch Typing School	1 Manager, 1 Asst. Manager, 1 Principal					
Botswana Artists Association		6 Instructors	6 Instructors		14	2
Botswana Christian Council	1 General Secretary 1 Director, 1 Commu- nications Officer, 1 Projects Officer				943	
Botswana Council for Refugees*	1 Director	3 Counselors				
Botswana Council of Women	1 Organizing Secretary		7 Regional Organizers	7 Regional Organizers		
Botswana Red Cross Society	1 Sec. General 1 Info. Officer 2 Programme Officers	7 Field Officers 3 First Aid Instructors				
Botswana Renewable Energy Technology*	2 Project Coordi- nators, 2 Exten- sion Coordinators	1 Wind/Water Technician, 1 Village Tech., 1 Extension Trainer		1 Wind/Water Tech., 1 Village Tech., 1 Extension Trainer	5	13
Brigades Development Centre*	1 Principal, 1 Vice Principal, 2 Coor- Comm.	2 Textile Advi- sors, 33 In- structors				
Business Advisory Service*	2 Officers Per Sta- tion, 1 Sen. Com- mercial Officer Per Station					
Cathedral Commercial School	1 Principal 1 Manager	5 Teachers	2 Teachers			290
Department of Agri- culture Field Ser- vices	1 Director 1 Deputy Director, 5 Heads of Depart- ments	150 Professional Officers, 250 Technical Officers				

NFE ORGANIZATIONS WITH FULL-TIME ADMINISTRATION (cont.)

	FULL-TIME ADMINISTRATION	FULL-TIME INSTRUCTORS	PART-TIME INSTRUCTORS	VOLUNTEER INSTRUCTORS	PROGRAM PARTICIPANTS	
					MALE	FEMALE
Department of Cooperative Development*	1 Commissioner 1 Deputy Commissioner	4 Sen. Coop. Officers, 47 Coop. Officers			2,230	
Department of Non-Formal Education*	1 Chief Education Officer 1 Director	12 Field Officers 2 Tech. Officers, 8 Course Writers, 2 Editors				
Department of Surveys and Lands*	1 Director	1 Chief Surveyor, 1 Map Production Officer			5	9
Department of Town and Regional Planning*	1 Director	6 Sen. Planner, 8 Planners, 5 Asst. Planners 5 Sen. Tech. Off. 3 Tech. Officers, 5 Tech. Assts., 8 Industrial Class			24 (trainees)	
Eddie's Driving School	1 Manager/Instructor	1 Instructor			5	15
The Family Welfare Educator Programme*	1 Tutor		1 Health Educ., 1 Nutritionist, 1 Maternal/Child Care, 1 Horticulture, 1 Red Cross			
Girl Guide Youth Training Centre	1 Sen. Instructor	1 Instructor				36
Home Economics Programme*	1 Sen. Field Off.	14 Field Off.				
Modern Typing School	1 Principal/Typing Teacher	1 Eng. Teacher, 1 Bookkeeping Teacher			1	132
National Development Bank**	2 Training Off.				120	

NFE ORGANIZATIONS WITH FULL-TIME ADMINISTRATION (cont.)

	FULL-TIME ADMINISTRATION	FULL-TIME INSTRUCTORS	PART-TIME INSTRUCTORS	VOLUNTEER INSTRUCTORS	PROGRAM PARTICIPANTS	
					MALE	FEMALE
Out-of-School Youth*	1 Youth Off.	1 Recreation Off., 2 Home Economists, 2 Social Welfare Secretaries				28
PPF Botswana	1 Gen. Manager	1 Training Off., 2 Sen. Project Off., 4 Project Officers				
Prison Education System*	4 Literacy Asst.		40 Group Leaders	5 Charity Teachers	170	
Roads Training Centre*	1 Chief Roads Engineer	1 Sen. Roads Eng., 2 Chief Tech. Off., 1 Sen. Tech. Off., 1 Chief Plant Inst., 4 Plant Inst.			46	1
Station Driving School	2 Directors	2 Drivers, 1 Gen. Inst.				395
Technical Training School**	1 Officer in Charge	4 Instructors, 2 Asst. Inst.				50
Telephonist Training School**	1 Training Mgr.	1 Train. Inst., 2 Asst. Train. Instructors			9	16
Youth Programme*	1 Sen. Youth Off.	1 ACDO, 1 Youth Officer				
YWCA	1 National Gen. Sec.	1 Program. Coor., 6 Teachers (day)	Night 7 Teachers			154
(KANYE)						
BEDU*	1 Estate Mgr.	6 Ind. Workers				
Kanye Brigades Development Trust*	1 Coordinator	7 Tech. Teacher			39	

NFE ORGANIZATIONS WITH FULL-TIME ADMINISTRATION (cont.)

	FULL-TIME ADMINISTRATION	FULL-TIME INSTRUCTORS	PART-TIME INSTRUCTORS	VOLUNTEER INSTRUCTORS	PROGRAM PARTICIPANTS	
					MALE	FEMALE
Rural Industries Innovation Centre*	1 Mg. Director 1 Bus. Mgr.	1 Gen. Mgr., 1 Price Mgr., 1 Tech. Dir.				
Tshipidi Commercial School	1 Headmaster	2 Teachers				80
(LOBATSE)						
Day Care Centre Training Centre*	1 Coordinator	2 Instructors				18
Lobatse Brigades Development Centre*	1 Coordinator 1 Bus. Mgr. 4 Managers	1 Academic Teach. 2 Instructors			79	
(MAHALAPYE)						
Madiba Brigades Development Centre*	1 Coordinator 1 Bus. Mgr. 5 Unit Mgrs.	17 Instructors			4	72
(MOCHUDI)						
Kgatlang Development Trust*	3 Managers	2 Teachers 7 Instructors			48	6
Mochudi Homecraft Centre	1 Vice Prin. 1 Prin./Teach.	1 Crafts Teach. 1 Knit. Inst. 1 Needlework Teach. 1 Catering Teach.	1 Needlework Teacher			89
Mochudi Typing School	1 Principal	3 Teachers				122
Pilane Estates*	1 Estate Mgr.	1 Tech. Advisor 14 Entrepreneurs			26	40

NFE ORGANIZATIONS WITH FULL-TIME ADMINISTRATION (cont.)

	FULL-TIME ADMINISTRATION	FULL-TIME INSTRUCTORS	PART-TIME INSTRUCTORS	VOLUNTEER INSTRUCTORS	PROGRAM PARTICIPANTS	
					MALE	FEMALE
(MOLEPOLOLE)						
Kweneng Rural Development Association*	1 Gen. Mgr., 8 Mgrs. 1 Training Coor.	7 Tech. Inst.			28	20
(PALAPYE)						
Palapye Development Trust*	1 Coordinator 1 Bus. Mgr. 3 Unit Mgrs.	6 Inst., 1 Academic Teacher			44	2
Rural Industries Innovation Centre*	1 Gen. Mgr. (New Centre)					
(RAMOTSWA)						
Tswelelopele Brigades Centre*	1 Coordinator 2 Bookkeepers	6 Inst., 1 Build. Adv., 1 Architect Mgr. 1 Draftman, Knit/Sew Mgr.			55	2
(SELEBI/PHIKWE)						
Assemblies of God Sewing Club	1 Proj. Dir.	1 Teacher				13
BCL, Ltd.***	1 Chief Educ. 1 Mine Captain	2 Sen. Educ. 4 Teachers 2 Train. Off.			400	
Urban Industrial Mission	1 Coor., 1 Adult Ed. Org., Sec. School Headmaster	1 Typ. Inst. 1 Carpen. Inst. 6 Primary Teachers			158 (Adult Primary-399)	289
(SEROWE)						
BEDU*	1 Mgmt. Advisor				40 (people a week)	
Tlhwaafalo Training Centre	2 Instructors	1 Teacher	1 Teacher			40

NFE ORGANIZATIONS WITH FULL-TIME ADMINISTRATION (cont.)

	FULL-TIME ADMINISTRATION	FULL-TIME INSTRUCTORS	PART-TIME INSTRUCTORS	VOLUNTEER INSTRUCTORS	PROGRAM PARTICIPANTS MALE	PROGRAM PARTICIPANTS FEMALE
Gabriel's Typing School	1 Mgr.	1 Teacher	1 Teacher	1 Teacher	3	57
Serowe Brigades Development Centre*	9 Mgrs.	6 Instruc.			50	10

PROGRAMMES THAT RECEIVE SUPPORT FROM FOREIGN DONORS

This chart illustrates those programmes that directly received support, either financial or in kind, from foreign donors. Programmes that were funded by the Botswana government, through funds contributed by foreign donors, were not included in this chart. Donor agencies included official governmental agencies, programmes of the United Nations, and other private and non-profit organizations, including churches. Of the thirty organizations that receive support, almost half are assisted by two or more donors.

PROGRAMMES THAT RECEIVE SUPPORT FROM FOREIGN DONORS

PROGRAMMES	GOVERNMENTS	UNITED NATIONS	OTHER
African-American Labour Centre Automotive Trades Training School B.E.D.U. Metalworks Estate Botswana Council for Refugees	USAID GERMAN SIDA SIDA, EEC, NORAD	UNHCR	AFL/CIO
Botswana Polytechnic Botswana Red Cross Society	SIDA, EEC EEC		Norwegian Red Cross, German Red Cross
Botswana Renewable Energy Technology Cathedral Commercial School	USAID USAID, British High Commission		
Department of Non-Formal Education	USAID, SIDA, Dutch Gov. German Gov.	UNICEF	
Family Welfare Educator Programme National Development Bank PfP Botswana Y.W.C.A.	USAID NORAD, USAID SIDA	UNICEF UNDP	World YWCA
Rural Industrial Officer Cadre B.E.D.U. Kanye Estate Catholic Mission Programmes Rural Industries Innovation Centre, Kanye	USAID SIDA, NORAD CUSO USAID, German, Canadian, British Gov. U.S. Embassy		
Tshipidi Commercial School Day Care Centre Training Centre Lobatse Brigades Development Centre Thuso ya Basha	CUSO, Dutch Gov. USAID, SIDA USAID SIDA	UNICEF	
Mochudi Homecrafts Centre Pilane Estates (B.E.D.U.) Pudulogong Rehabilitation Centre Rural Industries Innovation Centre, Palapye			Churches Bread for the World World Vision Bread for the World American Men- nonites
Assemblies of God Typing School Urban Industrial Mission	EEC, British Council		
Tlhwaafalo Training Centre			

PROGRAMMES THAT RECEIVE SUPPORT FROM FOREIGN DONORS (cont.)

PROGRAMMES	GOVERNMENTS	UNITED NATIONS	OTHER
Gabriel's Typing School Serowe Brigades Development Trust			SEBEMO-Dutch Group IVS, HIVOS, Bread for the World

KEY: CUSO - Canadian University Service Overseas; EEC - European Economic Community; HIVOS - Humanist Institute for Cooperation with Developing Countries; IVS - International Volunteer Service; NORAD - Norwegian Agency for International Development; SIDA - Swedish International Development Authority; USAID - United States Agency for International Development.

PROGRAMMES CURRENTLY ATTENDED BY WOMEN

A relatively large number of programmes and courses are clearly open and available to women, i.e., in which women comprise at least a quarter of the enrollment. This chart presents those programmes and provides a breakdown by number and percentage of the sex of the programme participants. Twenty-two NFE programmes are attended by only women; some of these programmes have a policy of admitting only females, although this chart does not reflect which programmes have this policy.

Many of the programmes that are available to women are in the fields of home economics and secretarial work. There are however, other areas of training that are available to women, such as those found in the fields of renewable energy technology, surveying, and town and regional planning.

PROGRAMMES CURRENTLY ATTENDED BY WOMEN

PROGRAMME	75% MALE OR LESS
Home Economics Unit (Francistown)	15 females = 100%
Boswa Training (BEDU)	27 females = 100%
Aunt Ellen's Typing School	40 females = 100%
Boikanyo Touch Typing School	100 females = 100%
Botswana Council of Women	(number varies from village to village, director did not have information about attendance, 100% female)
Botswana Institute of Administration and Commerce	high percentage female
Botswana Renewable Energy Technology	13 females = 72%
	5 males = 28%
Cathedral Commercial School	280 females = 100%
Department of Surveys and Lands	5 females = 36%
	9 males = 64%
Department of Town and Regional Planning	2 females = 33%
	4 males = 67%
Eddie's Driving School	15 females = 75%
	5 males = 25%
Family Welfare Educator Programme	95% female
	5 % male
Girl Guides Association	60 females = 100%
Girl Guides Youth Training Centre	36 females = 100%
Government Computer Bureau	10 females = 33%
	20 males = 67%
Home Economics Programme	100% females (varies from village to village)
Modern Typing School	132 females = 99%
	1 male = 1%
Out-of-School Youth Programme	28 females = 100%
Telephonists Training School	16 females = 64%
	9 males = 36%
YWCA - typing	40 females = 93%
	3 males = 7%
YWCA - home-economics	84 females = 100%
Catholic Mission Programmes	25 females = 89%
	3 males = 11%
Tshipidi Commercial School	80 females = 100%
Day Care Centre Training Centre	18 females = 100%
Thuso ya Basha	25 females = 100%
Mochudi Homecraft Centre	89 females = 100%
Mochudi Typing School	132 females = 100%

PROGRAMMES CURRENTLY ATTENDED BY WOMEN (cont.)

PROGRAMME	75% MALE OR LESS
Pilane Estates (BEDU)	40 females = 67% 26 males = 33%
Pudulogong Rehabilitation Centre	5 females = 50% 5 males = 50%
Kweneng Rural Development Association	20 females = 42% 28 males = 58%
Assemblies of God Sewing Club	13 females = 100%
Assemblies of God Typing School	20 females = 100%
St. Peter's Typing School	18 females = 100%
Urban Industrial Mission - typing	56 females = 100%
Urban Industrial Mission - bookkeeping	11 females = 58% 8 males = 42%
Urban Industrial Mission - textiles	12 females = 100%
Driving School (Serowe)	6 females = 75% 2 males = 25%
Tlhwaafalo Training Centre	40 females = 100%
Gabriel Typing School	57 females = 95% 3 males = 5%

PROGRAMMES AVAILABLE TO YOUTH

Programmes that are clearly available to youths under the age of eighteen are presented in the chart. Only six programmes were identified, a small percentage of the total number of NFE programmes.

Of the six programmes, four provide training in home economics, one teaches typing, and one provides training in the building trades. Although it is not noted in this chart, only males attended the programme that teaches building trades, i.e., the Lobatse Brigades Development Centre, while only females participate in the other five programmes.

PROGRAMMES AVAILABLE TO YOUTH (UNDER 18 YEARS OF AGE)

PROGRAMME	75% - 18 YEARS OLD OR YOUNGER
Home Economics Unit (Francistown)	14 to 18 year olds = 100%
Out of School Youth Programme	14 to 20 year olds = 100%
Thuso ya Basha	14 to 18 year olds = 80%
St. Peter's Typing School	14 to 18 year olds = 73%
Tlhwaafalo Training Centre	14 to 18 year olds = 95%

NFE PROGRAMMES THAT WORK WITH VILLAGE AND DISTRICT INSTITUTIONS

This chart provides a list of forty NFE programmes that work with and assist village and district institutions. A total of thirteen of the major, most important village and district institutions were identified, some which received support from a large number of NFE programmes. Village Development Committees (VDC's), for example assisted twenty-seven NFE programmes, almost two-thirds of the total list of NFE programmes. Several other village institutions also had a good deal of contact with NFE programmes; these include 4B clubs, parent-teacher associations (PTA); village health committees (VHC); and village extension teams (VET).

Over half of the NFE programmes worked with at least two or more institutions; and almost a fourth assisted and worked with at least four institutions. The NFE programmes worked with about a hundred village and district institutions in all, a significant number which helps to illustrate the contribution toward development in Botswana, provided by NFE programmes.

NFE PROGRAMMES THAT WORK WITH VILLAGE INSTITUTIONS

	DET	TC	VDC	CF	DA	DPDC	DDC	RED		4B	PTA	VHC	VET	FC	CHURCH
								CROSS							
Institute of Adult Education (Francistown)	X														
Home Economics Unit/ Youth Section/Francistown			X												
BEDU Industrial Estate (Francistown)						X									
BEDU Lekgaba Artistic Centre						X									
Boswa Training Centre (BEDU)							X								
YWCA			X						X	X	X	X			X
Youth Programme			X						X	X	X				
Home Economics Programme			X						X	X	X	X	X		
Botswana Agricultural College			X											X	
Department of Co-operative Development			X												
Botswana Council of Women			X						X	X	X	X	X		
Botswana Red Cross Society											X	X			
PPF Botswana					X	X									
Department of Agriculture Field Service			X										X	X	
Department of Non-Formal Education			X						X				X		

NFE PROGRAMMES THAT WORK WITH VILLAGE INSTITUTIONS (cont.)

	DET	TC	VDC	CF	DA	DPDC	DDC	RED CROSS	4B	PTA	VHC	VET	FC	CHURCH
Botswana Christian Council			X							X		X		
Tirelo Sechaba			X						X	X	X	X	X	
Department of Town & Regional Planning		X	X			X								
Brigades Development Centre			X								X	X	X	
Family Welfare Educator Programme			X						X	X	X	X	X	
Out-of-School Youth Programme			X							X				
Botswana Renewable Energy Technology		X	X						X	X	X	X		
BEDU Construction Estate			X											
Rural Industries Innovation Centre						X	X					X		
Kanye Brigades Development Trust			X							X			X	
Catholic Mission Programmes			X											
Botswana Enterprise Development Unit						X								
Day Care Centre Training Centre			X							X				
Thuso ya Basha									X	X	X			
Lobatse Brigades Centre			X											

NFE PROGRAMMES THAT WORK WITH VILLAGE INSTITUTIONS (cont.)

	DET	TC	VDC	CF	DA	DPDC	DDC	RED CROSS	4B	PTA	VHC	VET	FC	CHURCH
Pudulogong Rehabilitation Centre			X											
Pilane Estates			X											
Business Advisory Service						X	X							
Kweneng Rural Development Association			X			X				X		X		
Palapye Development Trust			X									X	X	
Rural Industries Innovation Centre			X											
St. Peter's Typing School			X											
Urban Industrial Mission														
Thwaafalo Training Centre									X					
Serowe Brigade Development Trust						X	X							

KEY TO NFE PROGRAMMES THAT WORK WITH VILLAGE INSTITUTIONS

DET - District Extension Team

TC - Town Council

VDC - Village Development Committee

CFDA - Communal First Development Area

DPDC - District Production Development Committee

DDC - District Development Committee

Red Cross - Red Cross

4B - 4B

PTA - Parent Teacher Association

VHC - Village Health Committee

VET - Village Extension Team

FC - Farmers Committees

Church - Churches

PROGRAMMES WITH STATED GOAL OF EMPLOYMENT CREATION

Provided in this chart are programmes which prepare their participants to get a job or make a cash income.

Nine occupational categories are considered, including agriculture, business, driving, education, health, home-economics, secretarial, technical and trades. The category of agriculture includes training in horticulture, which prepares participants to grow vegetables for sale. Under the category of business, the majority of programmes trained students in accounting and bookkeeping. Under driving, programmes are presented that train individuals to drive cars, trucks, and heavy-duty vehicles. The category of education refers to those that train literacy teachers and day care centre instructors. The training of health workers is covered under the category of health and a variety of skills such as sewing, cooking, knitting, weaving are included under the category of home-economics. Technical skills were included as well as trades which covered a wide variety of occupations in the automotive, building and handwork/handicraft trades.

A total of forty-six programmes were found, about three-fifths of those offered training in one occupational field, and two-fifths offered training in two or more occupational fields.

PROGRAMMES WITH STATED GOAL OF EMPLOYMENT CREATION

PROGRAMMES	AGRICULTURE	BUSINESS	DRIVING	EDUCATION	HEALTH	HOME ECONOMICS	SECRETARIAL	TECHNICAL	TRADES (BUILDING, AUTOMOTIVE, HANDWORK)
Francistown									
Institute of Adult Education		X							
Home Economics Unit						X			
B.E.D.U. Industrial Estate									X (H)
B.E.D.U. Ledgaba Artistic Centre									X (H)
Boswa Training Centre (B.E.D.U.)						X	X		
Gaborone									
Aunt Ellen's Typing School							X		
Automotive Trades Training School									X (A)
B.E.D.U. Metalwork Estate									X (H)
B.E.D.U. Construction Estate									X (B)
Boikago Engineering Works (B.E.D.U.)									X (H)
Boikanyo Touch Typing School							X		
Botswana Artists Association									X (H)
Botswana Christian Council	X	X					X		X (B)
Botswana Renewable Energy Technology								X	X (H)
Business Advisory Service		X							
Cathedral Commercial School		X					X		
Department of Agriculture Field Services	X								
Department of Cooperative Development		X							
Department of Non-Formal Education				X		X			
Department of Surveys and Lands								X	
Department of Town & Regional Planning								X	
Eddie's Driving School			X						
Family Welfare Educator Programme					X				
Girl Guides Youth Training Programme	X					X			
Lentswe la Oodi Producers Cooperative Society									X (H)
Modern Typing School		X					X		
National Development Bank							X		
Out-of-School Youth Programme						X			X
PfP Botswana		X							
Prison Education System									X (B,H)
Roads Training Centre									X (B,A)
Station Driving School			X						
Technical Training School								X	X (H)
Telephonists Training School							X		
Youth Programme						X			X (B)
YWCA		X				X	X		
Rural Industrial Officer Cadre		X				X			X (H)
B.E.D.U. Kanye Estate		X							
Catholic Mission Programmes		X				X			

PROGRAMMES WITH STATED GOAL OF EMPLOYMENT CREATION (cont.)

PROGRAMMES	AGRICULTURE	BUSINESS	DRIVING	EDUCATION	HEALTH	HOME ECONOMICS	SECRETARIAL	TECHNICAL	TRADES (BUILDING, AUTOMOTIVE, HANDWORK)
Kanye Brigades Development Trust Rural Industries Innovation Centre, Kanye Tshipidi Commercial School	X	X					X		X (B,A) X (B,H)
<u>Lobatse</u>									
Day Care Centre Training Centre Lobatse Brigades Development Centre Thuso ya Gasha				X		X			X (B)
<u>Mahalapye</u>									
Madiba Brigades Development Centre									X (B,H)
<u>Mochudi</u>									
Kgatlang Development Trust Mochudi Homecrafts Centre Mochudi Typing School Pilane Estates (B.E.D.U.) Pudulogong Rehabilitation Centre		X		X		X	X		X (B,H) X (H) X (H)
<u>Molelopolo</u>									
Kweneng Rural Development Association	X								X (A,B)
<u>Palapye</u>									
Palapye Development Trust Rural Industries Innovation Centre	X								X (B)
<u>Ramotswa</u>									
Tswelopele Brigades Centre						X		X	X (B)

PROGRAMMES WITH STATED GOAL OF EMPLOYMENT CREATION (cont.)

PROGRAMMES	AGRICULTURE	BUSINESS	DRIVING	EDUCATION	HEALTH	HOME ECONOMICS	SECRETARIAL	TECHNICAL	TRADES (BUILDING, AUTOMOTIVE, HANDWORK)
Selibi/Phikwe									
Assemblies of God Sewing Club						X			
Assemblies of God Typing School							X		
St. Peter's Typing School							X		
Urban Industrial Mission		X				X	X		X (B)
Serowe									
B.E.D.U. Serowe		X							
Driving School (Serowe)			X						
Tlhwaafalo Training Centre						X			
Gabriel's Typing School							X		
Serowe Brigades Development Trust	X								X (B,H)

**PROGRAMMES WITH CLASSROOMS USED LESS THAN 10 HOURS PER DAY,
AND/OR HOSTELS VACANT ONE OR MORE MONTHS PER YEAR**

This information may be useful to personnel or programmes in need of such facilities. The following chart presents information about when existing classrooms and hostels are empty.

Listed by location are the names of NFE programmes that use their classrooms less than ten hours per day and/or have hostels vacant for more than one month per year. Almost fifty programmes are included in this list, some which use their classrooms for as little as a few hours per week, others that have vacant hostels for as much as over three months of the year. Most NFE programmes on this list use their classrooms during normal working hours, thus providing the potential for their use at night by other programmes or personnel.

PROGRAMMES WITH CLASSROOMS USED LESS THAN 10 HOURS PER DAY,
AND/OR HOSTELS VACANT ONE OR MORE MONTHS PER YEAR

LOCATION	NAME OF PROGRAMME	CLASSROOMS	HOSTELS
		(actual time of use)	(available times)
Francistown	National Health Institute	7:30 a.m. - 4:00 p.m.	always in use
	Botswana Theological Training	5:00 p.m. - 9:00 p.m.	n/a*
	Home Economics Unit	8:00 a.m. - 5:00 p.m.	n/a
	BEDU Industrial Estate	8:00 a.m. - 5:00 p.m.	n/a
	BEDU Boswa Training Centre	8:00 a.m. - 5:00 p.m.	n/a
Gaborone	University of Botswana Programme	7:30 a.m. - 4:30 p.m.	June, July, August
	Automotive Trades Training School	7:30 a.m. - 4:30 p.m.	n/a
	BEDU Construction Estate	usually empty	n/a
	Boikanyo Touch Typing School	8:00 a.m. - 5:00 p.m.	n/a
	Botswana Agricultural College	7:30 a.m. - 4:30 p.m.	Dec. - March and 3 weeks May
	Botswana Bible Training Institute	5:00 a.m. - 9:00 p.m.	n/a
	Botswana Institute of Administration and Commerce	8:00 a.m. - 4:30 p.m.	mid Dec. - early Jan., 3 weeks in June
	Botswana Polytechnic	8:00 a.m. - 4:00 p.m.	Xmas, Easter, July August public holidays
	Botswana Renewable Energy Technology	never used	
	Brigades Development Centre	8:00 a.m. - 4:00 p.m.	n/a
	Capital Continuation Classes	5:00 p.m. - 9:00 p.m.	n/a
	Department of Cooperative Development	upon demand	n/a
	Department of Meteorological Services	8:00 a.m. - 5:00 p.m.	n/a
	Department of Surveys and Lands	six months per year	n/a
	Girl Guides Youth Training Centre	8:00 a.m. - 4:00 p.m.	n/a
	Government Computer Bureau	8:00 a.m. - 5:00 p.m.	n/a
	National Development Bank	8:00 a.m. - 5:00 p.m.	n/a
	Radio Botswana	8:00 a.m. - 5:00 p.m.	n/a
	Roads Training Centre	8:00 a.m. - 5:00 p.m.	n/a
	Technical Training School	8:00 a.m. - 5:00 p.m.	n/a
Telephonists Training School	8:00 a.m. - 5:00 p.m.	n/a	
Kanye	Kanye Hospital School of Nursing	12:00 p.m. - 6:00 p.m.	n/a
	Rural Industries Innovation Centre	7:30 a.m. - 5:00 p.m.	n/a
	Tshipidi Commercial School	7:30 a.m. - 4:00 p.m.	n/a

*n/a - not applicable (i.e., no hostels available)

**PROGRAMMES WITH CLASSROOMS USED LESS THAN 10 HOURS PER DAY,
AND/OR HOSTELS VACANT ONE OR MORE MONTHS PER YEAR**

LOCATION	NAME OF PROGRAMME	CLASSROOMS	HOSTELS
		(actual time of use)	(available times)
Lobatse	Botswana Meat Commission School	7:30 a.m. - 5:00 p.m.	n/a
	Day Care Centre Training Centre	8:00 a.m. - 5:00 p.m.	August and 2 weeks December
	Lobatse Brigades Development Centre	8:00 a.m. - 4:30 p.m.	Xmas, September, Easter
	National Health Institute	7:00 a.m. - 4:30 p.m.	Public holidays, October
	Thuso ya Basha	8:00 a.m. - 5:00 p.m.	n/a
Mahalapye	Madiba Brigades Development Centre	7:30 a.m. - 4:30 p.m.	Dec., April and Aug. (2 weeks)
Mochudi	Mochudi Homecraft Centre	7:30 a.m. - 4:30 p.m.	school holidays
	Mochudi Resource Centre for the Blind	7:20 a.m. - 3:00 p.m.	school holidays
	Phuthadikobo Museum	8:00 a.m. - 5:00 p.m.	n/a
	Pudulogong Rehabilitation Centre	8:00 a.m. - 4:30 p.m.	primary school holidays
Molepolole	Kweneng Rural Development Asso- ciation	8:00 a.m. - 4:30 p.m.	n/a
	Scottish Livingstone Hospital	8:00 a.m. - 4:30 p.m.	n/a
Otse	Camphill Community Centre	8:00 a.m. - 5:00 p.m.	school holidays
Palapye	Palapye Development Trust	8:00 a.m. - 5:00 p.m.	n/a
	Rural Industries Innovation Centre	8:00 a.m. - 5:00 p.m.	n/a
Ramotswa	Ramotswa School for the Deaf	8:00 a.m. - 5:00 p.m.	school holidays
Selebi/ Phikwe	St. Peter's Typing School	8:00 a.m. - 4:00 p.m.	n/a
	BCL, Ltd.	8:00 a.m. - 4:00 p.m.	n/a
Serowe	National Health Institute	8:00 a.m. - 4:00 p.m.	n/a
	Serowe Brigades Development Trust	8:00 a.m. - 4:00 p.m.	n/a

ALL PROGRAMMES WITH CLASSROOMS

Provided in this chart is a listing by locations of the NFE programmes that have classrooms. The numbers of classrooms, as well as the numbers of other facilities including hostels, kitchens, dining rooms, workshops, libraries, offices, conference or meeting rooms, storerooms, halls or auditoriums, laboratories, houses, and media rooms, are provided in order to present an idea as to the size, magnitude and capacity of NFE programmes.

Some estimation of the size of the programmes can of course be made by noting the number of classrooms and offices; this chart is also useful in determining which programmes provide lodging and board. Those programmes that have hostels usually also have a kitchen and dining hall. Programmes that require and have specialized facilities such as laboratories or workshops are also identified in this chart.

NFE programmes vary greatly in the facilities they possess. Some have only a classroom, while others have ten or more types of facilities available.

ALL PROGRAMMES WITH CLASSROOMS

	HOSTEL	KITCHEN	DINING ROOM	WORK-SHOP	LIBRARY	OFFICE	CONFERENCE ROOM	STORE-ROOM	HALL	LABORATORY	HOUSE	MEDIA ROOM	CLASS-ROOM
Francistown													
National Health Institute	4	1	1			8							4
Institute of Adult Education		1				4		1					2
Tati-town Night School													17
Francistown Evening School						1							9
Teacher Training College	5		1			7	1		1	4			10
Home Economics Unit		1				1	1						1
BEDU Industrial Estate				2		3							1
BEDU Boswa Training Centre				2		3							1
Botswana Theological Training Program						1							1
Gaborone													
Assembly Bible College	1	1	1			2			1				4
Aunt Ellen's Typing School													1
Automotive Trades Training School				2		7	1	5					4
BEDU Construction Estate						5	2	1					1
Boikanyo Touch Typing School													1
Botswana Agricultural College	6	1	1			45			1		4		12
Botswana Artists Association													1
Botswana Bible Training Institute		1				4							1
Botswana Institute of Administration and Commerce	4	1	1			26		1				1	22
Botswana Orientation Centre		1				1	1						3
Botswana Polytechnic	7		1	11	1						12		19
Botswana Renewable Energy Technology	2	1				7	1	3					3
Brigades Development Centre	8	1	1			16	1	4					16
Capital Continuation Classes							3						11
Cathedral Commercial School						1							6
Department of Cooperative Development							14	1					1
Department of Meteorological Services		1		1		18	1	1					1
Department of Surveys and Lands								1					1
Girl Guides Youth Training Centre		1											2
Government Computer Bureau												1	1
Modern Typing School													2
National Development Bank						1							1
National Health Institute	16	6	6		1	16	4		1				15
Radio Botswana						1	1						1
Roads Training Centre	1	4	1		1	8	1	1	1	2		1	5
Technical Training School	1	1	1			5		1					5
Telephonists Training School						1							1
University of Botswana	39	1	3		1	229	13			29		1	30
YWCA		1	1		4	1							5

ALL PROGRAMMES WITH CLASSROOMS (cont.)

	HOSTEL	KITCHEN	DINING ROOM	WORK-SHOP	LIBRARY	OFFICE	CONFERENCE ROOM	STORE-ROOM	HALL	LABORATORY	HOUSE	MEDIA ROOM	CLASS-ROOM
<u>Kang</u>	4	1	1		1	2	2						7
<u>Kanye</u>													
Catholic Mission Programmes						2							1
Kanye Evening School						3							6
Kanye Hospital School of Nursing	1	1	1		1	4	1	3					4
Kanye Brigades Development Trust		1	1	1	1	4							3
Rural Industries Innovation Centre	13	2	2	5		18							3
Tshipidi Commercial School						1							2
<u>Lobatse</u>													
Botswana Meat Commission School		2	2										6
Day Care Centre Training Centre	1	1			1	1	2						3
Lobatse Brigades Development Centre	5	1	1	3		5							3
Southern Short Course Centre	2	1	1		1	4		1					2
Lobatse Teacher Training College	3	1	1		1	9	2		1				15
National Health Institute	3	1	1			7							2
Thuso ya Basha		1											2
<u>Mahalapye</u>													
Mahalapye Rural Training Centre	10	1	1		1	5		2	1				2
Madiba Brigades Development Centre	4	1	1	5		10							4
<u>Maun</u>													
Ngamiland Rural Training Centre	2	1	1		1	4		2					1

ALL PROGRAMMES WITH CLASSROOMS (cont.)

	HOSTEL	KITCHEN	DINING ROOM	WORK-SHOP	LIBRARY	OFFICE	CONFERENCE ROOM	STORE-ROOM	HALL	LABORATORY	HOUSE	MEDIA ROOM	CLASS-ROOM
<u>Mochudi</u>													
Deborah Retief Memorial Hospital	2	1	1		1	1	2						2
Kgatleng Development Board		1				6							3
Mochudi Homecraft Centre	1	1	1			1	1		1				6
Mochudi Typing School	1					1							2
Mochudi Resource Centre for the Blind	1	1	1		1	1							1
Phuthadikobo Museum		1		1		1			1				1
Pilane Estates (BEDU)				12		3	1	1					1
Pudulogong Rehabilitation Centre	2	1	1			2		6					2
<u>Molepolole</u>													
Kweneng Rural Development Association		1		3		10	1	3					3
Scottish Livingstone Hospital	3	1	1			5	3						2
<u>Otse</u>													
Camphill Community Centre	3	2				1							1
<u>Palapye</u>													
Palapye Development Trust		1	1	1		5							2
Rural Industries Innovation Centre		1	1	1	3								9
<u>Ramotswa</u>													
Ramotswa School for the Deaf		1	1			1		1			1		2
Tswelopele Brigades Centre		1		3		10		1					5
<u>Selebi/Phikwe</u>													
Assemblies of God Typing School						1							1
St. Peter's Typing School							1						1
BCL, Ltd.						3		1					6
Urban Industrial Mission				2									4

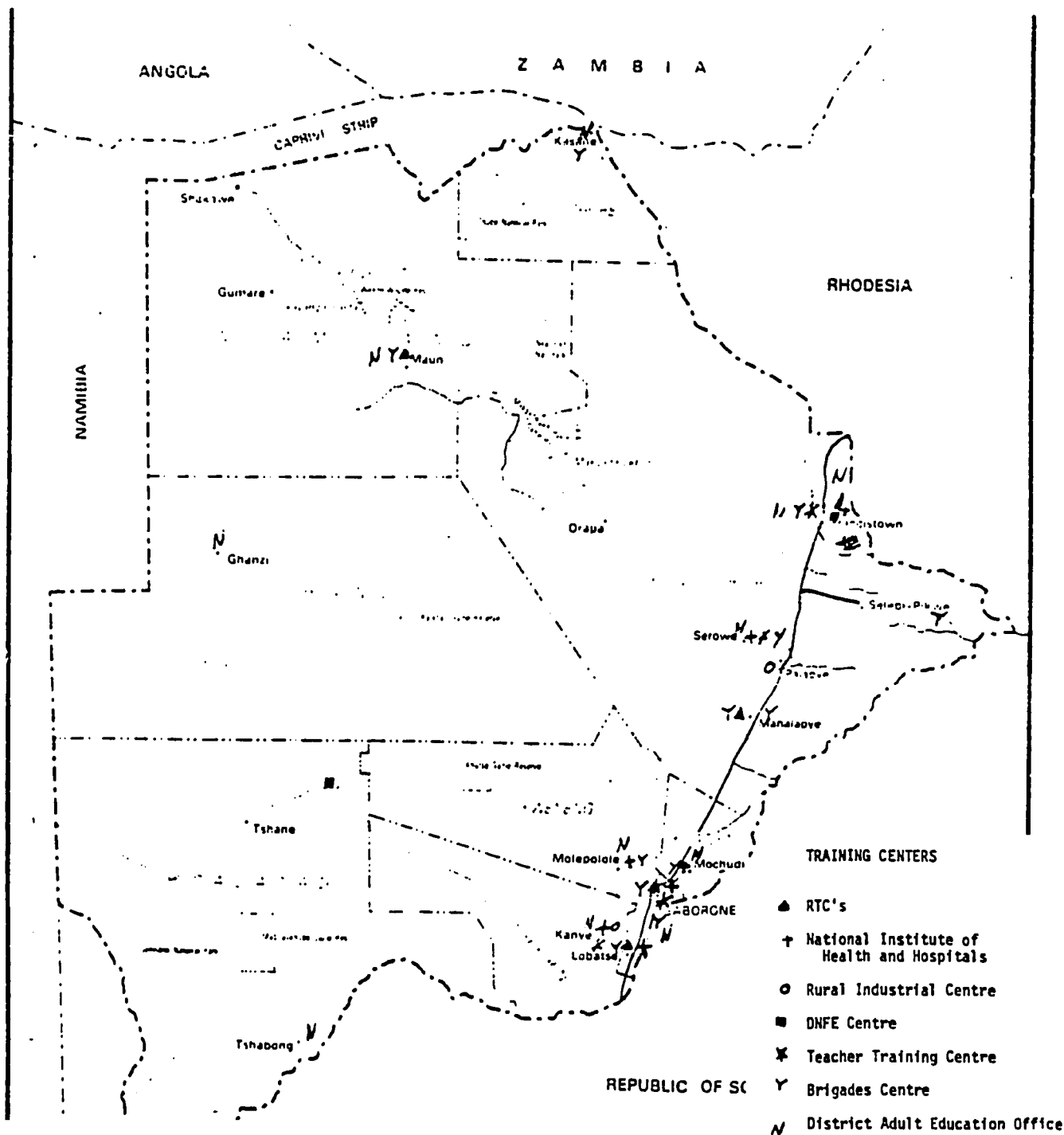
ALL PROGRAMMES WITH CLASSROOMS (cont.)

	HOSTEL	KITCHEN	DINING ROOM	WORK-SHOP	LIBRARY	OFFICE	CONFERENCE ROOM	STORE-ROOM	HALL	LABORATORY	HOUSE	MEDIA ROOM	CLASS-ROOM
<u>Serowe</u>													
Tlhwaafalo Training Centre		1						2					2
National Health Institute	3	1	1		1	6							3
Serowe Brigades Development Trust		2		9		11					6		30
Serowe Teacher Training Centre	3	1	2	1	1	11				1			12
<u>Sebele</u>													
Derman Rural Training Centre	3	1	1		1	6		2	1				3

PHYSICAL LOCATION OF TRAINING FACILITIES

The map below shows the physical location of training facilities. Frequently a training centre attracts participants from the entire country. It is rarely accurate to say that a centre serves an area of the country.

REPUBLIC OF BOTSWANA



APPENDIX A:
COMPLETE DATA ON EACH NFE GROUP

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AEROBICS IN MOTION

MAILING ADDRESS	LOCATION	TELEPHONE
P/Bag 0077 Gaborone	American Meeting Room 2497 Northring Rd. Gaborone	52738

Aerobics in Motion is a private organisation which teaches aerobic dancing, a form of exercise to music which strengthens the cardiovascular system, improves muscle tone and improves physical endurance and fitness.

COURSES OFFERED

Aerobic Dancing

Duration -- 10 to 12 weeks
evening course, twice per week
morning course, 3 times per week

Entry Requirement -- none

Fee -- evening course - P48

morning course - P72

Financial Assistance -- not available

FURTHER SERVICES

None

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time Period - Jan. to May, 1983

24 participants for first morning session

15 participants for present morning session

20 participants for present evening session

all women between ages of 20 to 62 years

How learn of programme -- word of mouth, advertisements in
American Women's and American
Embassy Newspapers

How chosen -- self-selected

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Gaborone area

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Instructress		1	

FACILITIES

None- use American Meeting Room

MATERIALS

tapes, cassette player

COURSE DESIGN

How designed -- a completely choreographed programme is followed

New courses -- This course was just begun in J 1983.

Courses dropped -- None

Courses requested -- None

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Improve muscle tone and body shape, work cardiovascular system, and improve physical endurance

FUNDING

Annual Budget -- no budget

Source of funds -- participant fees

FUTURE PLANS

Continue along present lines of operation

AFRICAN-AMERICAN LABOUR CENTRE

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 143 Gaborone	African Mall Gaborone	53969

The African-American Labour Centre is the African part of the AFLCIO. It provides short-term courses and seminars on various aspects of trade unionism with the hope of fostering democratic principles and activism in new union members or workers who are about to become union members.

COURSES OFFERED

Rank and File Training on Trade Unionism

Duration -- 1 week

Entry Requirement -- New members of union or workers who are about to become members

Fee -- none

Collective Bargaining

Duration -- 2 to 7 days

Entry Requirement -- Executive Committee Members

Fee -- none

Branch Union Training

Duration -- 2 to 7 days

Entry Requirement -- Executive Committee Members

Fee -- none

Shop Steward Training

Duration -- 2 to 7 days

Entry Requirement -- Executive Committee Members

Fee -- none

FURTHER SERVICES

Advises on programme proposals and formation to BFTU

ACCOMODATIONS

Not available

OTHER OFFICES

None in Botswana, but other offices in other parts of Africa

PARTICIPANTS

Enrolment -- Time Period - 1982

30 seminars given by 5 different organisations
totaling 750 participants, ages 16 to 40 years,
20% female, 80% male

How learn of programme -- through the national unions

How chosen -- by the national unions

Hindrance to attendance -- cost, loss of wages while attending seminars

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Country Representative - 1			

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When Not in Use</u>
Office	1		

MATERIALS

pamphlets, government hand outs, slides

COURSE DESIGN

How designed --course decided by BFTU education committee
New courses -- not yet decided upon this year
Courses dropped -- none
Courses requested --All seminars are requested by BFTU and national unions.

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

become more aware of the importance of labour unions, to understand the democratic process, to familiarise them with communications network, to involve themselves in union work

FUNDING

Annual Budget -- P40,000
Source of funds --USAID, AFLCIO, private organisations in USA

FUTURE PLANS

Continue along present lines of operation

ALLIANCE FRANCAISE OF BOTSWANA

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 1817 Gaborone	Hardware House The Mall Gaborone	51650

The Alliance Francaise is a private organisation which offers classes in the French language, French cooking and attempts to familiarise participants with the French culture. The Alliance also shows French films, holds social events and has a library with French reading materials.

COURSES OFFERED

French Language

The French language is taught at the elementary, intermediate and advanced levels. There are special courses for children. Instruction is by the audio-visual method, using films and tape-recordings so that students start speaking French even before learning to write it.

Duration -- 3 months
Entry Requirement -- None
Fee -- P30 for adults
P15 for children

French Cooking Lessons

Soon to begin

FINANCIAL ASSISTANCE

Available

FURTHER SERVICES

French films shown, social activities, a library with French reading materials

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - for three months, 191 students
How learn of programme --word of mouth, advertisements in news-
paper, posters
How chosen -- self-selected
Hindrance to attendance -- cost, loss of interest

SCHOLARSHIPS PER YEAR

One per year

GEOGRAPHIC COVERAGE

Mainly Gaborone

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Librarian		1	
5	Teachers		5	
1	News-letter Editor			1
1	President			1
1	Vice-President			1
1	Secretary			1
1	Treasurer			1
2	Committee Members			2
15	Sub-committee Members			15

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Office	1		
Meeting Room	1	30	

MATERIALS

textbooks, chalk board, films, notebooks, audio-visual aides

COURSE DESIGN

How designed -- Education committee
 New Courses --Cooking course, Children's course
 Courses dropped -- none
 Courses requested --Children's course

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Become proficient in the French language, become familiar with French culture

FUNDING

Annual Budget.-- P12,700
 Funding -- participant fees, French government, membership fees, French Botswana companies

FUTURE PLANS

Eventual job creation for French-speaking Batswana to teach French in secondary schools. Also want to send people abroad for further French studies.

ASSEMBLIES OF GOD SEWING CLUB

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 117	Area 5	
Selebi Phikwe	Site and Service	
	Selebi Phikwe	

The Assemblies of God Sewing Club is run by the Assemblies of God Church and offers a free sewing course for all who are interested.

COURSES OFFERED

Sewing

Duration -- continuous
Entry Requirement -- interest
Fee -- None

FURTHER SERVICES

Church services, religious advice

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - Jan. to May. 1983
13 female participants, between 21 and 40 years
How learn of programme -- word of mouth, announcements through
the church
How chosen -- self-selected
Hindrance to attendance -- none

GEOGRAPHIC COVERAGE

Selebi Phikwe

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Pastor and Project Director	1		
1	Teacher	1		

FACILITIES

None -- use their church for instruction

MATERIALS

textbooks, noceborks, sewing machines, material, sewing tools

COURSE DESIGN

How designed -- by the teacher
New courses -- none
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Start own sewing business, take employment, use new sewing skills, produce items for sale

FUNDING

Annual Budget -- P300

Source of funds -- church, participants

FUTURE PLANS

Continue along present lines of operation

ASSEMBLIES OF GOD TYPING SCHOOL

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 117	Area 5	
Selebi Phikwe	Site and Service	
	Selebi Phikwe	

The Assemblies of God Typing School is run by the Assemblies of God Church and offers a four month typing course for participants with at least a Standard 7 education.

COURSES OFFERED

Typing

Duration -- 4 months

Entry Requirement -- at least Standard 7 education

Fee --P80

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

Church services, religious advice

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 4 months

20 female participants between ages of 16 and 35

How learn of programme -- word of mouth, announcements through church

How chosen -- self-selected

Hindrance to attendance -- cost, competition

GEOGRAPHIC COVERAGE

Selebi Phikwe

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Pastor, Project Director	1		
1	Teacher		1	
1	Secretary		1	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	30	9pm to 7am
Office	1	3	

MATERIALS

textbooks, pamphlets, chalk board, notebooks, typewriters

COURSE DESIGN

How designed --by committee
New courses -- none
Courses dropped -- none
Courses requested -- book-keeping

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Take new employment, using their typing skills

FUNDING

Annual Budget --P5,000
Source of funds -- participant fees, the Church, donations from
abroad

FUTURE PLANS

Start a book-keeping course, buy more typewriters

ASSEMBLY BIBLE COLLEGE

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 311 Gaborone	Tlokweng Village there is a sign on Tlokweng Rd.	51933

The Assembly Bible College is sponsored by the Assemblies of God Church. The college offers a three-year course of study in Christianity, designed to train and prepare people to become ministers and pastors.

COURSES OFFERED

Christian Education Course

This course lasts for three years and includes Bible Studies, ministerial studies, Typing and English.

Duration --3 years

Entry Requirement --Standard 7 education, should be a Christian

Fee --P30 per term for Assemblies of God servants
P60 per term for non-church members
P90 per term for church members

FINANCIAL ASSISTANCE

Available

FURTHER SERVICES

Library

ACCOMODATIONS

Available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1982

Total of 6 men, age 18 and over

How learn of programme -- through church, send advertising pamphlets to churches

How chosen -- participants' churches chose them

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

No fixed number

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
1	Dean	1		
3	Teachers	1	2	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Hostel	1	20	during holidays
Hall	1	200	
Classrooms	4	20	late evenings
Offices	2		
Kitchen	1		
Dining Room	1	70	

MATERIALS

textbooks, chalk board, notebooks

COURSE DESIGN

How designed -- decided by Board of Directors
New Courses -- Typing
Courses dropped -- none
Courses requested -- last year typing was requested

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Use new knowledge in serving their churches, hopefully become ministers of their churches

FUNDING

Annual Budget -- not known
Source of funds -- participant fees, churches in America, Assemblies of God Church

FUTURE PLANS

Build new dormitories

AUNT ELLEN'S TYPING SCHOOL

MAILING ADDRESS
P.O. Box 1851
Gaborone

LOCATION
2906 Pudulugo Cres.
Gaborone

TELEPHONE
52380

Aunt Ellen's Typing School is a private organisation which offers elementary and intermediate typing classes.

COURSES OFFERED

Typing

Two typing courses are offered, one at the elementary level and one at the intermediate level.

Duration -- 6 to 9 months

Entry Requirement -- Standard 7 education to JC

Fee -- P15 per month

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

40 students, all female, between ages of to 35

How learn of programme -- word of mouth, advertisements

How chosen -- self-selected

Hindrance to attendance -- cost, competition

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Mainly Gaborone

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal/Instructor	1		
1	Instructor	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1		8pm to 8am

MATERIALS

textbooks, typewriters, paper

COURSE DESIGN

How designed -- decided by instructors and principal
New Courses -- none
Courses dropped -- none
Courses requested -- advanced typing course

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Take new employment as typists

FUNDING

Annual Budget -- P13,000
Source of Funds -- participant fees

FUTURE PLANS

Build a new school, hire more teachers (including a book-keeping teacher), hire a teacher to teach English, introduce courses which will enable participants to pass JC

AUTOMOTIVE TRADES TRAINING SCHOOL

MAILING ADDRESS

P.O. Box 369
Gaborone

LOCATION

Plot No.4744
Tlokweng Rd.
Gaborone

TELEPHONE

53691

The Automotive Trades Training School is a programme of the Ministry of Education which trains young men in auto-mechanics, auto-electricals, and heavy-duty plant mechanics.

COURSES OFFERED

Auto Mechanics

Duration -- 3 years

Entry Requirement -- JC and aptitude test, maximum 22 years

Fee -- Government workers - free

Private individuals - P80 per month

CTO and ULGS workers pay P32 for room and board

Auto Electricals

Duration -- 3 years

Entry Requirement -- JC and aptitude test, maximum 22 years

Fee -- Government workers - free

Private individuals - P80 per month

CTO and ULGS workers pay P32 for room and board

Heavy Duty Plant Mechanics

Duration -- 3 years

Entry Requirement -- JC and aptitude test, maximum 22 years

Fee -- Government workers - free

Private individuals - P80 per month

CTO and ULGS workers pay P32 for room and board

FINANCIAL ASSISTANCE

Not directly available through this training school, but can be obtained through the Botswana government or CTO

FURTHER SERVICES

Library

ACCOMODATIONS

Available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time Period - Jan. 82 to Jan. 83

55 males, ages 16 to 22 years

How learn of programme -- word of mouth, advertisements

How chosen -- self-selected, sometimes sent by employers

Hindrance to attendance -- cost, competition

SCHOLARSHIPS PER YEAR

None directly through training school

GEOGRAPHIC COVERAGE

Entire country, mainly southern area of country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
1	Secretary		1	
1	Teacher Guidance	1		
3	Chief Instructors	3		
1	Typist	1		
9	Instructors	6	3	
2	Administrators	2		
4	Cleaners	4		
4	Night Watchmen	4		
2	Labourers	2		
1	Driver	1		
1	Messenger	1		
1	Storekeeper	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting Room	1	50	
Classrooms	4	70	evenings, holidays
Offices	7		
Workshops	2		
Storerooms	5		
Change room	1		
Tea room	1		
Sportsground	1		

MATERIALS

Pamphlets, chalk board, films, case studies, notebooks, OHP, video equipment, car engine models

COURSE DESIGN

How designed -- instructions from Ministry in consultation with German government, committee

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Go on for further training, return to job, utilising new skills, pass trade test B and City and Guild examinations

FUNDING

Annual budget -- P800,000
 Source of funds -- Botswana Christian Council, German donor agency, Botswana government

FUTURE PLANS

Run short term courses during term breaks, become more involved with establishment of new trade tests and apprenticeship scheme

BCL, LTD.

MAILING ADDRESS

P. O. Box 3
Selebi Phikwe

LOCATION

outskirts of town
Selebi Phikwe

TELEPHONE

BCL, Ltd. is a private mining company which offers various technical training courses in the mining field for both company employees and non-company employees.

COURSES OFFERED

Literacy

Duration -- on-going
Entry Requirement -- Company employee
Fee -- none

General Certificate

Duration -- on-going
Entry Requirement -- Form 3
Fee -- none

Learner Mines (Operations)

Duration -- 6 years
Entry Requirement -- Form 3
Fee -- none

Learner Mines (Technical)

Duration -- 6 years
Entry Requirement -- Form 5
Fee -- none

Metallurgical Training

Duration -- on-going
Entry Requirement -- Form 3
Fee -- none

Fire Officer Training

Duration -- 2 years
Entry Requirement -- Form 3
Fee -- none

Administrative Training

Duration -- on-going
Entry Requirement -- Form 5
Fee -- none

FINANCIAL ASSISTANCE

Available

FURTHER SERVICES

Advises on careers for school leavers, provides funding for correspondence courses

ACCOMODATIONS

Not available

OTHER OFFICES

Gaborone, Johannesburg

PARTICIPANTS

Enrolment -- Time Period - 1983
 400 participants, generally under 40 years
 How learn of programme -- advertised in company newsletters
 How chosen -- for literacy course, self-selected
 for all other courses, selected by the company
 Hindrance to attendance -- shift work

SCHOLARSHIPS PER YEAR

30 per year for employees

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Chief Educator	1		
2	Senior Educators	2		
1	Mine Captain	1		
4	Teachers		4	
2	Training Officers	2		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting Room	1	30	
Classrooms	6	20	after 4pm
Offices	3	6	

MATERIALS

textbooks, pamphlets, chalk board, films, notebooks, case studies, overhead projectors

COURSE DESIGN

How designed -- through training committees
 New courses -- accountancy courses at technical level
 Courses dropped -- typing
 Courses requested -- literacy course at 0 level

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Read better, go on for further training, use new technical skills in surveying, geology, mining, gain promotion

FUNDING

Annual Budget -- P500,000
 Source of funds -- company

FUTURE PLANS

Continue along present lines of operation

BIBLE WAY CORRESPONDENCE SCHOOL

MAILING ADDRESS
Box 891
Gaborone

LOCATION
Extension 11
Gaborone

TELEPHONE

The Bible Way Correspondence School, sponsored by the Baptist Mission, offers courses in Bible Studies for lay people and also gives in-service training courses for employees. Counselling services are also provided.

COURSES OFFERED

Biblical Studies - Five Star Course

This course includes five different subjects in bible studies.

Duration -- no set duration
Entry Requirement -- interest
Fee -- none (but pay for books)

Biblical Studies - Gold Star Course

This course offers three different subjects in bible studies.

Duration -- no set duration
Entry Requirement -- interest
Fee -- none (but pay for books)

In-Service Training

Duration -- no set duration
Entry Requirement -- only for employees
Fee -- none

FURTHER SERVICES

Marriage counselling for newly-weds, general counselling, teach Bible Studies at Gaborone prisons, primary schools and secondary schools, hospitals and universities

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983
12 to 80 years, 50% male, 50% female participants
How learn of programme -- word of mouth, posters, advertisements,
radio
How chosen -- self-selected
Hindrance to attendance -- worldliness

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Director	1		
2	Field workers	2		
2	Bible Way staff	2		
1	Bible Way staff (temp)		1	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Offices	3		
Kitchen	1		
Store room	1		
Media room	1		

MATERIALS

Manuals

COURSE DESIGN

How designed -- by committee
 New courses -- none
 Courses dropped -- none
 Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Know the Lord and grow as Christians, the school is for spiritual growth

FUNDING

Annual Budget -- unknown
 Source of funds -- Baptist Church in USA, grants from USAID

FUTURE PLANS

Continue along present lines of operation

BOIKAGO ENGINEERING WORKS

MAILING ADDRESS
P. O. Box 1568
Gaborone

LOCATION
Industrial site
Gaborone

TELEPHONE
51452

Boikago Engineering Works is a private organisation jointly sponsored by BEDU and the Ministry of Commerce and Industry. Courses in welding, repairing and mechanical design are offered in a programme which lasts 2 to 3 years.

COURSES OFFERED

Arc Welding

Duration -- 2 to 3 years

Entry requirement -- aptitude to think logically and work with simple machinery

Fee -- paid weekly wages

Torch Welding

Details -- same as above

Designing

Details -- same as above

General Repairs

Details -- same as above

FINANCIAL ASSISTANCE

All costs borne by the organisation

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

6 men total, between ages of 24 and 35

How learn of programme -- word of mouth, advertisements

How chosen -- self-selected

Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

None -- costs of courses borne by the organisation

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATIVE/ SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Managing Director	1		
6	General workers	6		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Office	1		
Storerooms	2		
Workshop	1		

MATERIALS

Chalk board, technical and engineering equipment, tools

COURSE DESIGN

How designed -- Director decides in conjunction with the Senior Technical Advisor at BEDU estates

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Return to job, using new knowledge and technical skills, produce items for sale (e.g. burglar bars)

FUNDING

Annual budget -- P26,000

Source of funds -- subsidies from BEDU through metalwork estates, proceeds from sale of items

FUTURE PLANS

The company has been badly affected by the recession and therefore finds it difficult to plan ahead, but would like to expand workshop and production.

BOIKANYO TOUCH TYPING SCHOOL

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 663	Dutch Reform Church	
Gaborone	Gaborone	

The Boikanyo Touch Typing School is a private organisation which offers classes in elementary and intermediate typing.

COURSES OFFERED

Typing

This course is offered at the elementary and intermediate levels.

Duration -- 6 months

Entry Requirement -- Standard 7

Fee -- P72

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

Mahalapye

PARTICIPANTS

Enrolment -- Time period - 1983

females, between ages of 18 and 35 years

How learn of programme -- word of mouth

How chosen -- self-selected

Hindrance to attendance -- Competition, lack of premises

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Manager	1		
1	Assistant Manager	1		
1	Principal	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	20	during the day holidays December

MATERIALS

typewriters, paper, notebooks, textbooks, pamphlets

COURSE DESIGN

How designed -- Administration decides

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Take new employment using their typing skills

FUNDING

Annual budget -- Time period -- 1983

Source of funds -- participant fees

FUTURE PLANS

Establish their own premises, increase subjects, hire new teachers

BOTSWANA AGRICULTURAL COLLEGE

MAILING ADDRESS
P/Bag 0027
Gaborone

LOCATION
Sebele

TELEPHONE
52381

The Botswana Agricultural College is a programme under the Ministry of Agriculture which offers certificate and diploma courses in agriculture, animal health and social work/community development. Special workshops are sometimes given for farmers to improve agricultural methods. Advice on animal health care is provided by a veterinary staff.

COURSES OFFERED

Certificate Course in Agriculture

Duration -- 2 years

Entry requirement -- JC plus written test, preference given to GCEs

Fee -- certificate-bonded for 3 years
foreign students pay P2,800 per year

Certificate Course in Animal Health

Details -- same as above

Certificate Course in Social Work/Community Development

Details -- same as above

Diploma Course in Agriculture

Details -- same as above except diploma bonded for 2 years must pay back 5% of their salary

Entry requirements - diploma students must have Cambridge with credits in English and a science subject or have a certificate in Animal Health or Agriculture and have worked for 2 years

Diploma Course in Animal Health

Details -- same as for Diploma course in Agriculture

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

Library, workshops for farmers, films shown for extension staff, advice on animal health care

ACCOMODATIONS

Available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

90 females, 273 males, between ages of 18 and 26

How learn of programme -- BAC staff visits secondary schools in Botswana to recruit students, pamphlets at trade fairs and district shows

How chosen -- self-selected, then screening committee at school

!indrance to attendance -- competition

SCHOLARSHIPS PER YEAR

!ione

GEOGRAPHIC COVERAGE

Botswana, Lesotho, Swaziland

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
1	Vice-principal	1		
3	Course Directors	3		
1	Bursar	1		
1	Boarding Master	1		
1	Matron	1		
41	Instructors	41		
4	Secretaries	4		
4	Admin. Officers	4		
3	Storekeepers	2	1	
67	Indus. class workers	67		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Hostels	6	25-100	Dec. to March + 3 weeks in May
Assembly Hall	1	500	
Classrooms	11	30	same as hostels, at night
Offices	45		
Kitchen	1		
Dining Hall	1	200	
Storerooms	3		
Laboratories	4		

MATERIALS

Textbooks, pamphlets, chalk board, films, case studies, notebooks, livestock, crops, laboratory equipment, overhead projector

COURSE DESIGN

How designed -- through committee
 New Courses -- none
 Courses dropped -- none
 Courses requested -- diploma in agricultural education, degree in agriculture

WORK WITH VILLAGE INSTITUTIONS

Farmers committees, do extension work in villages

PARTICIPANTS PREPARED TO

Take new employment as Agricultural Demonstrators, Village Assistant Officers, Assistant Community Development Officers, Veterinary Assistants and Livestock Officers, grow better crops

FUNDING

Annual budget -- P1,015,000
 Source of funds -- Botswana government

FUTURE PLANS

Improve library, employ more staff

BOTSWANA ARTISTS ASSOCIATION

MAILING ADDRESS	LOCATION	TELEPHONE
P/Bag 114	National Museum	
Gaborone	Gaborone	

The Botswana Artists Association is a private association which endeavors to promote and foster an awareness of art through exhibitions, discussions and workshops. The Association wants to elicit greater support and assistance from governmental and private sectors to local artists. One art course is presently being given.

COURSES OFFERED

Art

Duration -- on-going
Entry requirement -- interest and an aptitude in art
Fee -- P4 per month

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

Holds workshops, stages exhibitions, tries to elicit assistance for local artists from government and private sector

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983
total of 16 participants
2 females, 14 males between ages of 19 and 23 years
How learn of programme -- word of mouth, invited by association
How chosen -- self-selected
Hindrance to attendance -- transportation, demands of employment,
courses limited to 16 people only

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Gaborone, Mochudi

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
6	Instructors			6

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	16	9pm to 8am

MATERIALS

General art materials: paper, charcoal, paints, pencils

COURSE DESIGN

How designed -- through committee, discussion of instructors

New courses -- the art course is new this year

Courses dropped -- none

Courses requested -- Sculpture, Photography, Graphics, Ceramics,
Film-making

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Use new art skills, go on for further training, produce items for sale

FUNDING

Annual budget -- not known

Source of funds -- participant fees

FUTURE PLANS

Build an art school

BOTSWANA BIBLE TRAINING INSTITUTE

MAILING ADDRESS
P. O. Box 1085
Gaborone

LOCATION
5 km from Gaborone
on Tlokweng Rd.

TELEPHONE
56453

The Botswana Bible Training Institute is sponsored by the Interdenominational Pentecostal Church. It provides correspondence courses for Sunday School teachers, Christian Youth leaders, Evangelist workers and ministers. Coorespondence courses and evening classes in Christian studies are also provided for lay people.

COURSES OFFERED

Sunday School Teachers Course (Correspondence)

Duration -- 6 months
Entry Requirement -- Minister recommendation
Fee -- P13

Christian Youth Leadership Course (Correspondence)

Duration -- 6 months
Entry requirement -- Minister recommendation
Fee -- P8

Evangelist's /Lay Worker's Course (Correspondence)

Duration -- 1 year
Entry requirement -- Minister recommendation
Fee -- P30

Minister's Course (Correspondence)

Duration -- 3 years
Entry requirement -- Minister recommendation plus Standard 7
for course in English and Standard 6 for
course in Setswana
Fee -- P95

School of Ministry Course

Duration -- 18 months
Entry requirement -- Standard 6
Fee -- P16

God's Life For You Course (Correspondence)

Duration -- done in own time
Entry requirement -- none
Fee -- none

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

Library, bookshop which sells religious books, some work with other church organisations

ACCOMODATIONS

Not available

OTHER OFFICES

Lesotho, Republic South Africa, Bophutatswana

PARTICIPANTS

Enrolment -- Time period - 1983
 approximately 100 participants, all over 18 years
 50% men, 50% women
 How learn of programme -- word of mouth, church announcements
 How chosen -- self-selected, but need recommendation of minister
 Hindrance to attendance -- lack of interest

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country, Zimbabwe

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
1	Vice-principal	1		
1	Senior Lecturer	1		
1	Lecturer/Administrator	1		
1	Lecturer	1		
1	Asst. Lecturer	1		
1	Typist	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	80	always used
Offices	4		
Kitchen	1		
Staff quarters	4		

MATERIALS

Correspondence Bible manual, chalk board, notebooks

COURSE DESIGN

How designed -- through committee, joint staff decision,
 correspondence courses have been established
 for 9 years
 New courses -- School of Ministry Course
 Courses dropped -- none
 Courses requested -- book-keeping, marriage laws of Botswana

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Become leaders in their respective churches

FUNDING

Annual budget -- P82,000
 Source of funds -- participant fees, overseas churches, book sales

FUTURE PLANS

Continue along present lines of operation

BOTSWANA CHRISTIAN COUNCIL

MAILING ADDRESS
P. O. Box 355
Gaborone

LOCATION
Francistown Road
Gaborone Station

TELEPHONE
51981

The Botswana Christian Council is comprised of 21 separate churches in Botswana. The Council offers various courses: bricklaying, horticulture, typing, book-keeping, home economics, carpentry and has a literacy school and a night school. The Council also provides social services at Old Naledi and financial assistance to needy organisations and individuals.

COURSES OFFERED

Bricklaying

Duration -- 2 to 3 years
Entry requirement -- Standard 7
Fee -- participants are paid salaries

UIM - Primary School

Duration -- no set duration
Entry requirement -- none
Fee -- P10 per term

Literacy School

Duration -- no set duration
Entry requirement -- none
Fee -- P5 per term

Horticulture

Duration -- no more than 6 months
Entry requirement -- JC
Fee -- P80

Typing

Duration -- no more than 6 months
Entry requirements -- JC
Fee -- P80

Book-keeping

Duration -- no more than 6 months
Entry requirement -- JC
Fee -- P120

Home Economics

Duration -- 2 years
Entry requirement -- Standard 7
Fee -- P10 per term

Carpentry

Duration -- 3 years
Entry requirement -- Standard 7
Fee -- P10 per term

Night School

Duration -- on-going
Entry requirement -- none
Fee -- P40 per term

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

Social services at Old Naledi, loans to needy organisations and individuals

ACCOMODATIONS

Not available

OTHER OFFICES

Old Naledi, Selebi Phikwe

PARTICIPANTS

Enrolment -- Time period - 1982

943 participants, male and female, age 15 and over

How learn of programme -- advertisements, radio, BCL newspaper in Selebi Philwe

How chosen -- self-selected

Hindrance to attendance -- accomodation (lack of)

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	General Secretary	1		
1	Director	1		
1	Financial Secretary	1		
1	Financial Advisor	1		
1	Projects Officer	1		
1	Communications Officer	1		
2	Cleaner/Messenger	2		
1	Personal Secretary	1		
1	Clerk/typist	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting room	1	50	
Offices	8		
Storeroom	1		

MATERIALS

textbooks, pamphlets, chalk board, notebooks

COURSE DESIGN

How designed -- determined by Urban Industrial Mission Committee

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

PTA, VDC, VET

PARTICIPANTS PREPARED TO

Read better, go on for further training, start own business, take new employment, produce items for sale

FUNDING

Annual budget -- P79,159

Source of funds -- participant fees, churches, Botswana government, donor agencies from abroad, income from sales

FUTURE PLANS

Continue along present lines of operation

BOTSWANA COUNCIL FOR REFUGEES .

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 137	Francistown Road	51832
Gaborone	Gaborone	

The Botswana Council for Refugees is administered under the Office of the President. It maintains a refugee settlement at Dukwe where educational opportunities are provided. Participants can complete Junior Certificate and Cambridge School certificate.

COURSES OFFERED

Junior Certificate Preparation

Duration -- no set duration
Entry requirement -- Standard 7
Fee -- none

Cambridge Certificate Preparation

Duration -- no set duration
Entry requirement -- JC
Fee -- none

FURTHER SERVICES

Library, counselling for refugees

ACCOMODATIONS

Participants live at Dukwe settlement

OTHER OFFICES

Dukwe

PARTICIPANTS

Enrolment -- Time period - 1983
participants are male and female, from 20 to 30 years
How learn of programme -- programme is well-known in the settlement
How chosen -- self-selected
Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Dukwe settlement. participants from central and southern Africa

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Director	1		
3	Counselors	3		

FACILITIES

Facilities at the settlement are used.

MATERIALS

Textbooks, chalk board, notebooks

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COURSE DESIGN

How designed -- follow syllabus of Ministry of Education
New courses -- none
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Go on for further training

FUNDING

Annual budget -- not known
Source of funds -- donor agencies from abroad, Botswana government,
SIDA, EEC, NORAD, UNHCR

FUTURE PLANS

Continue along present lines of operation

BOTSWANA COUNCIL OF WOMEN

MAILING ADDRESS
P. O. Box 339
Gaborone

LOCATION
172 Pilang Rd.
Gaborone

TELEPHONE
52109

The Botswana Council of Women is a private organisation set up by Botswana women. Regional offices of the Council organise activities for women, such as workshops on childcare, prevention of accidents, nutrition, sewing, and literacy. The BCW also runs 16 nursery schools around the country and one typing school in Maun. There are over 400 women's clubs under BCW.

COURSES OFFERED

Workshop

Workshops can be organised for any topic ECW members decide upon. Common workshop topics are: childcare, accident prevention, nutrition, sewing, knitting, cooking, literacy.

Duration -- 2 to 5 days
Entry requirement -- none
Fee -- none

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

Seven regional offices throughout Botswana

PARTICIPANTS

Enrolment -- Participants are all women, age 14 and over; membership fluctuates, figures for entire country not known at head office
How learn of programme -- advertisements, radio, posters, word of mouth
How chosen -- self-selected
Hindrance to attendance -- personal problems

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	National Secretary			1
1	President			1
1	Chairman			1
1	Organising Secretary			1
1	Typist	1		
7	Regional Organisers			7

FACILITIES

In Gaborone

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting room	1		
Offices	5		
Kitchen	1		

MATERIALS

Organisers of the workshop bring their own materials.

COURSE DESIGN

How designed -- Executive Committee decides
New courses -- Child Safety, Childcare, Accident Prevention
Courses dropped -- none
Courses requested -- requests constantly being made at regional offices; this is how workshops are decided upon

WORK WITH VILLAGE INSTITUTIONS

PTA, 4B, VDC, VHC, VET, Red Cross

PARTICIPANTS PREPARED TO

Help women help themselves through improving hygiene, education, retention of culture and effective utilisation of time, general improvement of living conditions of rural women

FUNDING

Annual budget -- not known
Source of funds -- Botswana government, fund-raising activities

FUTURE PLANS

Continue along present lines of operation

BOTSWANA ENTERPRISES DEVELOPMENT UNIT

Botswana Enterprises Development Unit provides entrepreneurs with advice and assistance in book-keeping, business management, marketing and in various technical fields. The following chart shows the location of Botswana Enterprises Development Unit (BEDU) advisors, who also cover parts of the country on an extension service programme.

	Business	Construction	Electrical	Garments	Knitting	Leatherwork	Marketing	Metalwork	Pottery	Sewing	Silversmithing and Gemstone	Typing	Woodwork
Boswa Training Centre P.O. Box 702 Francistown					*					*		*	
Construction Estate P.O. Box 736 Gaborone	*	*	*										
Francistown Industrial Estate P.O. Box 8 Francistown		*						*					
Garment Estate P.O. Box 736 Gaborone	*			*			*				*		
Headquarters Private Bag 0014 Gaborone							*						
Kanye Estate P.O. Box 373 Kanye	*	*											
Lekgaba Artistic Centre P.O. Box 8 Francistown									*				
Metalwork Estate P.O. Box 736 Gaborone	*							*					
Pilane Estate P.O. Box 814 Mochudi					*								
Serowe Estate P.O. Box 135 Serowe	*												

BEDU - BOSWA TRAINING CENTRE

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 702	Monarch	2318
Francistown	Francistown	

The Boswa Training Centre in Francistown is a BEDU-sponsored programme which provides courses in sewing, knitting, and typing.

COURSES OFFERED

Sewing

Duration -- 2 months
Entry Requirement -- interview with BEDU staff
Fee -- none

Knitting

Details -- same as above

Typing

Details -- same as above, except duration is 3 months

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

Pilane, Kanye

PARTICIPANTS

Enrolment -- Time period - 2 months
27 females, between ages of 16 and 30 years
How learn of programme -- word of mouth, advertisements, radio posters
How chosen -- self-selected, but BEDU staff interviews prospective students
Hindrance to attendance -- Cost, competition, lack of accomodation

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Estate Manager	1		
3	Advisors	3		
2	Counterparts	2		
1	Secretary	1		
1	Storeslady	1		
1	Driver	1		
1	Messenger	1		
1	Watchman	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	30	5pm to 8am
Offices	3	15	
Workshops	2	20	

MATERIALS

Textbooks, pamphlets, chalk board, notebooks, sewing supplies, knitting supplies, typewriters, typing supplies

COURSE DESIGN

How designed -- instructions from Ministry, discussion amongst co-workers

New courses -- typing

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

District Development Committee

PARTICIPANTS PREPARED TO

Start own business, return to job, take new employment utilising sewing, knitting, typing skills

FUNDING

Annual budget -- not known

Source of funds -- Botswana government

FUTURE PLANS

Buy new typewriters and knitting machines

BEDU CONSTRUCTION ESTATE

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 736	Industrial site	51608
Gaborone	Gaborone	

The BEDU Construction Estate is a programme of the Ministry of Commerce and Industry. It assists entrepreneurs with technical information on construction and electrical concerns by running periodic workshops and seminars. It also advises on the managerial and marketing aspects of business.

COURSES OFFERED

BEDU Construction Estate offers free technical training seminars and workshops of varying durations for practising entrepreneurs already associated with BEDU.

FURTHER SERVICES

Advises on managing and marketing techniques and book-keeping.

ACCOMODATIONS

Not available

OTHER OFFICES

Francistown

PARTICIPANTS

Enrolment -- Time period - 1983 -- 13 participants

How learn of programme -- BEDU annual report, individual letters of invitation

How chosen -- usually invited by the technical advisors of BEDU

Hindrance to attendance -- demands of employment

SCHOLARSHIPS PER YEAR

BEDU sponsors all participants

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISORS

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Estate Manager	1		
2	Technical Supervisors	2		
3	Drivers	3		
1	Cleaner	1		
1	Nightwatchman	1		
1	Secretary	1		
1	Admin. Clerk	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting rooms	2	10	
Classroom	1	10	
Offices	5		empty most of the time
Storeroom	1		

MATERIALS

Textbooks, pamphlets, tools and equipment of the various technical subjects being taught

COURSE DESIGN

How designed -- technical advisors decide
New courses -- courses keep changing
Courses dropped -- courses keep changing
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

VDC, Brigades

PARTICIPANTS PREPARED TO

Return to job, using their new skills and techniques

FUNDING

Annual budget -- not known
Source of funds -- Botswana government

FUTURE PLANS

Want to add a library

BEDU INDUSTRIAL ESTATE -- FRANCISTOWN

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 8	Industrial site	3851
Francistown	Francistown	

The BEDU Industrial Estate in Francistown is a programme of the Ministry of Commerce and Industry. It provides training in woodwork and metal work and advises entrepreneurs on book-keeping, marketing and business management.

COURSES OFFERED

Woodwork

Duration -- 2 weeks
Entry requirement -- interview by BEDU staff
Fee -- none

Metal work

Details -- same as above

FURTHER SERVICES

Advises on book-keeping, marketing and business management

ACCOMODATIONS

Not available

OTHER OFFICES

Gaborone, Pilane, Kanye

PARTICIPANTS

Enrolment -- Time period - 2 weeks - 15 participants, all male
between ages of 18 and 40 years
How learn of programme -- word of mouth, advertisement, radio,
posters
How chosen -- self-selected, but must be interviewed by BEDU staff
Hindrance to attendance -- Competition, lack of accomodation

SCHOLARSHIPS PER YEAR

BEDU sponsors all participants

GEOGRAPHIC COVERAGE

Entire country, especially northeast area

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Estate Manager	1		
3	Advisors	3		
2	Counterparts	2		
1	Secretary	1		
1	Asst. Clerk	1		
1	Storeperson	1		
1	Driver	1		
1	Messenger	1		
1	Gatekeeper	1		
4	Watchmen	4		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	30	5pm to 8am
Offices	3	15	
Workshops	2	40	

MATERIALS

Textbooks, pamphlets, chalk board, notebooks, tools, metal work and
woodwork equipment

COURSE DESIGN

How designed -- Instructions from Ministry, discussion amongst
co-workers

New courses -- none

Courses dropped -- none

Courses requested -- Construction course

WORK WITH VILLAGE INSTITUTIONS

District Production Development Committee

PARTICIPANTS PREPARED TO

Start own business, take employment in woodworking and/or metal-
working trades, use new skills, produce items for sale

FUNDING

Annual budget -- not known

Source of funds -- Botswana government

FUTURE PLANS

Continue along present lines of operation

BOTSWANA ENTERPRISE DEVELOPMENT UNIT -- KANYE

MAILING ADDRESS	LOCATION	TELEPHONE
P. O. Box 373 Kanye	off Main Kanye Rd. to the south	235

This BEDU programme located in Kanye is sponsored by the Ministry of Commerce and Industry. It provides short-term courses in business management and accounting for existing entrepreneurs.

COURSES OFFERED

Management and Finance Course

Duration -- 1 week

Entry requirement -- existing entrepreneur in construction and metal work trades

Fee -- none

Accounting Course

Details -- same as above

FURTHER SERVICES

Advises on book-keeping and administration

ACCOMODATIONS

Not available

OTHER OFFICES

Gaborone, Francistown, Maun, Mochudi

PARTICIPANTS

Enrolment -- Time period - 1983 - 1 male between ages of 24 and 35

How learn of programme -- advertisements, radio

How chosen -- self-selected, by invitation of BEDU advisors

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

BEDU sponsors all participants

GEOGRAPHIC COVERAGE

Kanye

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Estate Manager	1		
1	Secretary	1		
6	Industrial Workers	6		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Commons room	1	25	
Offices	4		
Workshops	3		

MATERIALS

textbooks, films

COURSE DESIGN

How designed -- by BEDU workers themselves
New courses -- none
Courses dropped -- Management and Finance courses
Courses requested -- Book-keeping and Finance courses

WORK WITH VILLAGE INSTITUTIONS

Kgotla, Project Development Committee, Agricultural Extension Office

PARTICIPANTS PREPARED TO

Learn new skills in the various aspects of business management to help them with their businesses

FUNDING

Annual budget -- P2,000
Source of funds -- Botswana government, donor agencies from abroad
(e.g. SIDA, NORAD)

FUTURE PLANS

Have more technical advisors come to Kanye BEDU office, do more to encourage more businesses to develop in Kanye

BEDU LEKGABA ARTISTIC CENTRE

MAILING ADDRESS	LOCATION	TELEPHONE
P. O. Box 8	past the prisons	3415
Francistown	Francistown	

The BEDU Lekgaba Artistic Centre is a programme of the Ministry of Commerce and Industry which provides training in pottery for those who want to make a livelihood through pottery-making.

COURSES OFFERED

Pottery

Duration -- 18 months
Entry requirement -- interview by BEDU staff
Fee -- none

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

Gaborone, Pilane, Kanye

PARTICIPANTS

Enrolment -- Time period - 1983 - 5 male participants between ages of 16 and 25
How learn of programme -- word of mouth, advertisements, radio, posters
How chosen -- self-selected, but must be interviewed by BEDU staff
Hindrance to attendance -- Cost, competition, lack of accomodation

SCHOLARSHIPS PER YEAR

BEDU sponsors all participants

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Estate Manager	1		
1	Advisor	1		
1	Counterpart	1		
1	Secretary	1		
1	Storeperson	1		
1	Driver	1		
1	Asst. Clerk	1		
2	Watchmen	2		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Offices	1	10	
Workshop	1	15	

MATERIALS

Textbooks, pamphlets, chalk board, notebooks, pottery tools and supplies

COURSE DESIGN

How assigned -- Instructions from Ministry, discussion amongst
co-workers
New courses -- the pottery course is new
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

District Production Development Committee

PARTICIPANTS PREPARED TO

Start own business, take new employment, utilising pottery skills,
produce items for sale

FUNDING

Annual budget -- not known
Source of funds -- Botswana government

FUTURE PLANS

Continue along present lines of operation

BEDU METALWORK ESTATE

MAILING ADDRESS
P.O. Box 1027
Gaborone

LOCATION
Industrial site
last street
Gaborone

TELEPHONE
31006

The BEDU Metalwork Estate is a programme of the Ministry of Commerce and Industry. It serves entrepreneurs by providing machinery for their use and instructs/demonstrates/ and supervises on the use of the machinery. BEDU Metalwork Estate also has a mobile workshop which goes out to villages to teach gas welding, arch welding and general repair. Assistance in book-keeping, marketing and business management are also provided.

COURSES OFFERED

Machine Operation

Duration -- varies

Entry requirement -- none

Fee -- depends on the kind of machine

FINANCIAL ASSISTANCE

Available

FURTHER SERVICES

Advises on book-keeping, marketing and business management

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Figures not known by managing officers

How learn of programme -- word of mouth, advertisements, required to participate by employer

How chosen -- self-selected, sent by employer

Hindrance to attendance -- Cost, competition

SCHOLARSHIPS PER YEAR

Varies

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Estate Manager	1		
1	Senior Tech. Officer	1		
1	Tech. Officer	1		
1	Secretary	1		
2	Junior Tech. Officer	2		
2	Drivers	2		
1	Cleaner	1		
1	Gardener	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting Room	1	15	
Workshops	6		
Mobile unit	1		
Offices	3		
Storerooms	2		

MATERIALS

Pamphlets, chalk board, machinery, tools

COURSE DESIGN

How designed -- by committee, through research

New courses -- updated machinery has been bought and is being used
in instruction and demonstration

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

RIO, RIIC

PARTICIPANTS PREPARED TO

Return to job, utilising new skills and knowledge, go on for further
training, start own business in welding

FUNDING

Annual budget -- P80,000

Source of funds -- participant fees, Botswana government, SIDA

FUTURE PLANS

Expand workshop, get more and better-qualified teachers, get more
entrepreneurs who can assist, introduce tool-making course, have
more theoretical training, introduce courses for younger, less-
educated people who cannot go to Polytechnic

BOTSWANA ENTERPRISES DEVELOPMENT UNIT - SEROWE

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 135 Serowe	up the hill from the police station Serowe	

BEDU in Serowe is administered under the Ministry of Commerce and Industry. It works solely in an advisory capacity in helping entrepreneurs in varying aspects of business management.

COURSES OFFERED

No specific courses offered, works only in advisory capacity

FURTHER SERVICES

Advises entrepreneurs on business management, helps applicants fill out forms for the Finance Assistance Programme

ACCOMODATIONS

Not available

OTHER OFFICES

Gaborone, Francistown, Maun, Kanye, Pilane

PARTICIPANTS

How many people seen -- about 8 per day, 50% men, 50% women, ages 25 to 45 years

How learn of programme -- word of mouth, referrals from Rural Industry Department

How chosen -- self-selected

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Central District

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Management Advisor	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Office	1	3	

MATERIALS

Pamphlets, films, notebooks, visual aides, overhead projector

COURSE DESIGN

Advice services are based on the expressed needs of entrepreneurs

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Start own business, return to job, using new knowledge, take new employment

FUNDING

Annual budget -- P10,000

Source of funds -- Botswana government

FUTURE PLANS

Establish more BEDU entrepreneurs by offering more loans

PILANE ESTATES (BEDU)

MAILING ADDRESS
P.O. Box 814
Mochudi

LOCATION TELEPHONE
Francistown/Mochudi Rd. 281

Pilane Estates (BEDU) is a programme of the Ministry of Commerce and Industry which offers a five-year course of instruction in leatherwork and a short basic leatherwork course.

COURSES OFFERED

Basic Leatherwork Course

Duration -- 3 weeks
Entry requirement -- motivation to work in the leather industry
Fee -- none, trainees are salaried

Leatherwork Course

This extensive course includes all aspects of the leatherwork industry: management, planning, promotion of products, designing, and the making of leather products
Duration -- 5 years
Entry requirement -- motivation to work in the leather industry
Fee -- none, trainees are salaried

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983
66 total participants, 40 females, 26 males, between ages of 19 and 50 years
How learn of programme -- circulars from RIO, required to come by employer
How chosen -- chosen by employer, self-selected
Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

None, trainees are salaried

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Estates Manager	1		
1	Technical Advisor	1		
14	Entrepreneurs	14		
50	Employees	50		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>- When not in use</u>
Meeting Room	1	16	
Classroom	1		at night
Offices	3		
Storeroom	1		
Workshops	12		

MATERIALS

Textbooks, pamphlets, overhead projector, leatherwork materials and tools

COURSE DESIGN

How designed -- through committee
New courses -- none
Courses dropped -- none
Courses requested -- upgrading course in saddle and harness making, add one more basic leatherwork course and one advanced leatherwork course

WORK WITH VILLAGE INSTITUTIONS

VDC, RIO

PARTICIPANTS PREPARED TO

Start own leatherwork business, return to job or take new employment using new leatherwork skills, produce leather items for sale

FUNDING

Annual budget -- P3,500
Source of funds -- SIDA

FUTURE PLANS

Buy new machinery to expand production, open bigger workshops

BOTSWANA FEDERATION OF TRADE UNIONS

MAILING ADDRESS
P.O. Box 440
Gaborone

LOCATION
African Mall
Gaborone

TELEPHONE

The Botswana Federation of Trade Unions is a private organisation which holds seminars and in-service training courses on labour and trade affairs. It also advises workers on educational matters and worker rights.

COURSES OFFERED

In-Service Training

Duration -- 1 week
Entry Requirement -- for staff only
Fee -- none

Seminars

The topics of the periodic seminars held vary; previous seminars include rank and file seminar, shop steward seminar, educational seminars.
Duration -- no set duration
Entry requirement -- for workers
Fee -- none

FURTHER SERVICES

Advises workers

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Varies according to seminar -- both men and women participate, ages 18 to 60 years
How learn of programme -- informed by unions, required to come by employer
How chosen -- selected by national unions
Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Chairman General		1	
1	Vice-Chairman		1	
1	Secretary General		1	
1	Deputy Sec. Gen.		1	
1	Treasurer Gen.		1	
1	Admin. Secretary	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Conference room	1	250	
Offices	9		
Kitchen	1		

MATERIALS

Pamphlets, chalk board, films, projectors

COURSE DESIGN

How designed -- by committee
New courses -- none
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Know their rights as workers

FUNDING

Annual budget -- not known
Source of funds -- local donor agencies, donor agencies from abroad,
Botswana government grants, ICFTU, AALE, FEF

FUTURE PLANS

Want to have more workshops and seminars

BOTSWANA INSTITUTE OF ADMINISTRATION AND COMMERCE

MAILING ADDRESS
P. O. Boix 10026
Gaborone

LOCATION
the Village
Gaborone

TELEPHONE
56324

Botswana Institute of Administration and Commerce is a programme under the Office of the President which offers a variety of commercial courses, including secretarial, public service, accountancy and business administration courses.

COURSES OFFERED

Secretarial

The secretarial course is offered at the elementary and advanced levels.

Duration -- elementary course - 1 year
 advanced course - 3 months

Entry requirement -- O levels

Fee -- P200 per course for tuition, plus residents pay P15 per week and non-residents pay P5 per week

Business and Accountancy

Duration -- 1 year

Entry requirement -- O levels

Fee -- same as secretarial course

Public Service Course

Duration -- 6 weeks to 3 months

Entry requirement -- this is an in-service course

Fee -- none

FINANCIAL ASSISTANCE

None

FURTHER SERVICES

Library

ACCOMODATIONS

Available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Age group 16 to 40 years, both male and female

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
1	Admin. Officer	1		
1	Bursar	1		
1	Supplies Officer	1		
3	Clerk/typists	3		
1	Matron	1		
1	Boarding Master	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Hostels	4	272	last 3 weeks in June mid-Dec. to early Jan.
Staff rooms	2	25	
Classrooms	22	20	4:30pm to 8am
Offices	26		
Kitchen	1		
Dining Room	1		
Printing Room	1		
Store room	1		

MATERIALS

Textbooks, pamphlets, chalk board, films, notebooks

COURSE DESIGN

How designed -- by committee, government instructions

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Go on for further training, return to job, take new employment

FUNDING

Annual budget -- P800,000
Source of funds -- Botswana government

FUTURE PLANS

Continue along present lines of operation

BOTSWANA MEAT COMMISSION SCHOOL

MAILING ADDRESS	LOCATION	TELEPHONE
P/Bag 4 Lobatse	Main Street Lobatse	321

The Botswana Meat Commission School is a night school sponsored by the BMC which provides a primary education course for employees and their relatives.

COURSES OFFERED

Primary Education Course

Duration -- on-going

Entry requirement -- BMC employees and their relatives only

Fee -- none

FURTHER SERVICES

Library

ACCOMODATIONS

Not available

OTHER OFFICES

Maun

PARTICIPANTS

Enrolment -- Time period - 1983

337 total participants, male and female, age 7 and over

How learn of programme -- word of mouth

How chosen -- self-selected

Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Personnel and Training Manager	1		
1	Education Officer	1		
1	Head teacher		1	
8	Teachers		8	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use in the day</u>
Classrooms	6		
Kitchens	2		
Dining rooms	2		

MATERIALS

Textbooks, pamphlets, chalk board, films, notebooks

COURSE DESIGN

How designed -- through committee
New courses -- Entry tests in English and Math.
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Read better, go on for further education and training, return to job

FUNDING

Annual budget -- P16,500
Source of funds -- Botswana government, EEC

FUTURE PLANS

Add more classrooms, buy more furniture

BOTSWANA ORIENTATION CENTRE

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 1482	House 2930	51711
Gaborone	Extension 10	
	Pudulogo Crescent	
	Gaborone	

The Botswana Orientation Centre is a service organisation which offers language courses in Setswana and Sekalaka. An orientation course on the culture and way of life in Botswana is also available and can include a living experience in a village in Botswana.

COURSES OFFERED

Orientation Course

Duration -- 4 weeks
Entry requirement -- none
Fee -- P285

Setswana Course (Evening)

Duration -- 8 weeks
Entry requirement -- none
Fee -- P80

Sekalaka Course

This course is only given upon request. Details are decided upon when the course is set up.

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

Library, information service

ACCOMODATIONS

Not available

PARTICIPANTS

Enrolment -- Time period - 1982
312 participants, ages 19 and above, 55% males,
45% females
How learn of programme -- word of mouth, advertisements, posters,
some required to come by employer
How chosen -- self-selected, sent by employer
Hindrance to attendance -- cost, demand of employment

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Expatriates from other countries now living in Botswana

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Director	1		
1	Asst. Director	1		
6	Instructors	3	3	
1	Translator		1	
1	Information Officer	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting room	1	20	
Classrooms	3	6	7pm to 8am
Office	1		
Kitchen	1		

MATERIALS

Textbooks, pamphlets, chalk

COURSE DESIGN

How designed -- by committ

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO.

Work more effectively in Botswana by being more familiar with its culture and language

FUNDING

Annual budget -- P70,000

Source of funds -- participant fees, local donor agencies, SIDA, NORAD

FUTURE PLANS

Acquire extensive audio-visual equipment, including language laboratory, extend the centre, update textbooks, improve the library, employ a language consultant.

BOTSWANA POLYTECHNIC

MAILING ADDRESS
P/Bag 0061
Gaborone

LOCATION
Tlokweng Rd.
Gaborone

TELEPHONE
52305

The Botswana Polytechnic is a programme under the Ministry of Education which provides training in a wide range of technical fields: engineering, telecommunications, electronics, mechanics, welding, automotives.

COURSES OFFERED

Craft courses

Automotive Trades
Block-laying, Brick-laying, Concreting
Borehole Mechanics
Carpentry and Joinery
Electrical Installation
Laboratory Assistants (day release)
Maintenance and Repair Construction Plant (day release)
Metal Machining and Mechanical Fitting
Plumbing
Refrigeration
Welding and Fabrication
Wood Machining (day release)

Duration -- generally 2 years

Entry requirement -- good pass in JC; for some courses
specific subjects are required

Fees -- Government sponsored students pay no fees and
receive board, lodging, and an allowance of P10
per month. Privately-sponsored students pay P40
per month for tuition and accomodation.

General Courses

Construction
Mechanical and Electrical Engineering

Duration -- one year

Entry requirement -- good pass in JC

Fees -- as above

Technician (Certificate) Courses

Construction Technicians
Electrical Technicians
Land Use and Surveying Technicians
Mechanical Engineering Technicians
Motor Vehicle Technicians
Telecommunications Technicians
Water Technicians
Woodwork Teachers

Duration -- 3 to 5 years, including considerable on-the-
job experience

Entry requirement -- Cambridge, but for some courses a
suitable craft certificate or GCE
with passes in English, Math and
Science is acceptable

Fees -- same as above

Diploma Courses

Civil Engineering
Electrical Engineering
Mechanical Engineering

Duration -- 2 years

Entry requirement -- good general course pass or a good pass at Part I technician level

Fee -- same as above

FINANCIAL ASSISTANCE

Available

FURTHER SERVICES

None

ACCOMODATIONS

Available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

366 participants, almost all males between ages of 18 and 25 years

How learn of programme -- advertisements, radio, leaflets, career counseling

How chosen -- sent by Ministry, sent by employer, self-selected

Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

40% of student population is on scholarship

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
3	Dept. Heads	3		
10	Senior Lecturers	10		
21	Lecturers	21		
20	Instructors	20		
5	Technical Asst.	5		
4	Secretaries	4		
8	Admin. Staff	8		
63	Industrial Class	63		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>-When not in use</u>
Hostels	7	420	Christmas, Easter, July and August 4pm to 8 am
Classrooms	19		
Drawing Offices	4		
Laboratories	12		
Workshops	11		
Dining Room	1		
Common Room	1		
Work Rooms	6		
Library	1		

MATERIALS

Textbooks, chalk board films, notebooks, video, slides, recorders, workshops, metal, wood, electrical equipment, tools, bricks, overhead projector

COURSE DESIGN

How designed -- by committee

WORK WITH VILLAGE INSTITUTIONS

Brigades Development Education Centre

PARTICIPANTS PREPARED TO

Go on for further training, return to job, using new technical skills

FUNDING

Annual budget -- P800,000 plus P634,000 for salaries

Source of funds -- Botswana government, participant fees, Government donor agencies from abroad (England, Sweden)

FUTURE PLANS

Develop printing courses, provide higher levels in technician courses, develop catering course.

BOTSWANA RED CROSS SOCIETY

MAILING ADDRESS
Secretary General
P.O. Box 485
Gaborone

LOCATION
Independence Ave.
Gaborone

TELEPHONE
52465

The Botswana Red Cross Society utilises a nation-wide system of volunteers to administer a variety of programmes, including a primary health care programme, preventative health instruction and first aid treatment and instruction.

COURSES OFFERED

First Aid

Courses at basic and advanced levels, in Setswana or English, are arranged in any part of Botswana in response to requests from groups. Courses open to private individuals are held from time to time.

Duration -- two weeks

Entry Requirement -- Red Cross volunteer or sponsored by commercial concern

Fee -- P10

Financial Assistance -- not available

First Aid Instructors Course

This course to train people to become first aid instructors is only held in Gaborone.

Duration -- two weeks

Entry Requirement -- Completion of advanced first aid course. Participants should be members or intending members of the Red Cross.

Fee -- none

FURTHER SERVICES

Rehabilitation services for the disabled (except the blind and deaf) are provided.

ACCOMODATIONS

Not available

OTHER OFFICES

Francistown, Moshupa, Kang, Maun

PARTICIPANTS

Enrolment -- Time period - July to Dec. 1982
702 total participants

How learn of programme -- posters, required to come by employers

How chosen --

Hindrance to Attendance -- Cost

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SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire Country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Secretary General	1		
1	Finance Officer	1		
1	Information Officer	1		
1	Manageress	1		
1	Asst. Manageress	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When Not in Use</u>
Hostels	2	12	never in use
Conference room	1	40	
Kitchen	1		
Offices	18		

MATERIALS

Textbooks, pamphlets, films, notebooks, first aid equipment

COURSE DESIGN

How designed -- research, discussion with field staff
 New courses -- rehabilitation, training of volunteers, field staff upgrading
 Courses dropped -- none
 Courses requested -- disaster-preparedness

WORK WITH VILLAGE INSTITUTIONS

VHC, VET

PARTICIPANTS PREPARED TO

Have knowledge of first aid, continue as Red Cross worker,
 utilise new knowledge and skills to upgrade job status

FUNDING

Annual budget -- P135,000
 Source of Funds -- Norwegian Red Cross, EEC, German Red Cross,
 contributions

FUTURE PLANS

Continue along present lines of operation

BOTSWANA RENEWABLE ENERGY TECHNOLOGY

MAILING ADDRESS
P/Bag 0082
Gaborone

LOCATION
Church Road
Gaborone

TELEPHONE

Botswana Renewable Energy Technology is a programme of the Ministry of Mineral Resources and Water Affairs. It trains people to become facilitators and enumerators, offers technical courses in producing energy-related products, provides staff-training, and advises on technology to the public.

COURSES OFFERED

Enumerator Training

Duration -- 2 weeks

Entry requirement -- JC, must pass entry exam

Fee -- trainees are paid for

Institutional Technical Training

Duration -- varies

Entry requirement -- participants chosen by government; must be technicians

Fee -- trainees are paid for

Staff Training

Duration -- varies; one day to 6 weeks

Entry requirement -- for all staff

Fee -- none

Village Technology Training

Duration -- 2-3 day workshop

Entry requirement -- interest

Fee -- none

Facilitator Training

Duration -- 1 week

Entry requirement -- JC, fluent in English and Setswana, ability to work in rural environment

Fee -- salaried

Primary School Instruction/Windmills

Duration -- on-going

Entry requirement -- for all primary school children

Fee -- none

FURTHER SERVICES

Library, advises on technology to the public

ACCOMODATIONS

Available

OTHER OFFICES

Kanye, Ditshegwane

PARTICIPANTS

Enrolment -- Time period - 1982
18 participants, 13 females, 5 males, between 18 and 25 years

How learn of programme -- posters, required to come by employer, kgotla/village meetings

How chosen -- sent by employer, self-selected

Hindrance to attendance -- seasonal work, lack of motivation, information gaps

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Kweneng District, Shoshong

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
2	Project Coordinators	2		
2	Extension Coordinators	2		
2	Wind/water technicians	1		1
2	Village technicians	1		1
2	Extension trainers	1		1
2	Solar technicians	1		1
1	Media/graphic spec.			1
1	Admin. Assistanct	1		
1	Cleaner		1	
1	Facilitator	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Hostels	2	5	holidays
Meeting room	1	18	
Classrooms/workshops	3	10	never used
Offices	7		
Kitchen	1		
Storerroom	3		

MATERIALS

Films, slides, slip charts, posters, tools, photos

COURSE DESIGN

How designed -- research, discussion of co-workers

New courses -- training in mud-stoves, solar-water heaters, facilitator training

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

Farmers committees, PTA, 4B, VDC, VHC, VET, Tirelo Setshaba participants headmasters/principals, literacy groups

PARTICIPANTS PREPARED TO

Take new employment as facilitators and enumerators, use new technical skills in building stoves, rondavels, water heaters, evaporative coolers

FUNDING

Annual budget -- P44,000

Source of funds -- USAID

FUTURE PLANS

Continue along present lines of operation

BOTSWANA THEOLOGICAL TRAINING PROGRAMME (GABORONE)

MAILING ADDRESS
P.O. Box 318
Gaborone

LOCATION TELEPHONE
789 Independence Ave. 52196
Gaborone

The Botswana Theological Training Programme is an ecumenical programme which provides theological and biblical courses for lay people as well as ordination courses for prospective pastors and ministers.

COURSES OFFERED

Bible Studies

The Bible Studies course includes all subjects in theology: Church Doctrine, Counselling, Christian Ethics, Christian Education.

Duration -- 2 years

Entry requirement -- must be a church member, ability to read and write Setswana

Fee -- P75 per year

Ordination Course

Duration -- 5 years (part-time)

Entry requirement -- must be a church member, JC

Fee -- P75 per year

FINANCIAL ASSISTANCE

Available

FURTHER SERVICES

Library

ACCOMODATIONS

Not available

OTHER OFFICES

Lobatse, Francistown

PARTICIPANTS

Enrolment -- Time period - 1983

100 participants, most between 30 and 50 years,
60% male, 40% female

How learn of programme -- word of mouth, advertisements through church

How chosen -- sent by churches (especially for ordination courses) self-selected

Hindrance to attendance -- demands of employment, course may be more difficult than expected

SCHOLARSHIPS PER YEAR

Not known

GEOGRAPHIC COVERAGE

Entire country

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ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
4	Teachers	4		
2	Secretaries	1	1	
1	Treasurer		1	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Offices	4		
Kitchen	1		

MATERIALS

Textbooks, pamphlets, chalk board, films, case studies, notebooks

COURSE DESIGN

How designed -- by the Governing Board, principally the 5 participating churches decide
 New courses -- none
 Courses dropped -- none
 Courses requested -- short-term courses and seminars for people in the field

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Enter either ordained ministry or lay ministry

FUNDING

Annual budget -- not known
 Source of funds -- participant fees, churches in Botswana and abroad

FUTURE PLANS

Employ more teachers or engage pastors to provide a more even coverage for the entire country; begin in-service refresher courses

BOTSWANA THEOLOGICAL TRAINING PROGRAMME (FRANCISTOWN)

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 706	across from Institute	
Francistown	of Adult Education	
	Francistown	

The Botswana Theological Training Programme (Francistown) is a private interdenominational organisation which provides religious training for lay people, Sunday School teachers and for people who want to become ordained pastors. Advice on religious matters is freely given to church members or non-church members.

COURSES OFFERED

Sunday School Teacher/Lay Member Course

Duration -- 2 years
Entry requirement -- JC
Fee -- P75 per year

Ordained Pastor Course

Duration -- 5 years
Entry requirement -- JC
Fee -- P75 per year

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

Advise on spiritual matters for church or non-church members

ACCOMODATIONS

Not available

OTHER OFFICES

Gaborone

PARTICIPANTS

Enrolment -- Not known by the pastor
How learn of programme -- through the church
How chosen -- self-selected
Hindrance to attendance -- transportation, difficulty of course work

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Northeast district of country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Pastor	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	20	used only in evenings
Office	1		

MATERIALS

Textbooks, pamphlets, notebooks, Bible

COURSE DESIGN

How designed -- determined by instructions and syllabus of UCCSA
(United Congregational Churches in Southern Africa)

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Become ordained pastors, improve religious knowledge

FUNDING

Annual budget -- not known

Source of funds -- participant fees, donor churches from America,
Canada, England, donations from local congregations

FUTURE PLANS

Construct another classroom building

BRIGADES DEVELOPMENT CENTRE

MAILING ADDRESS	LOCATION	TELEPHONE
P/Bag 0062 Gaborone	Machel Drive Gaborone	52589 or 51779

The Brigades Development Centre is a programme under the Ministry of Education which acts as a link between the Ministry and the Brigades. The Centre supports training, production units and development units to activate and assist the community. All information to the Brigades goes through the Centre.

COURSES OFFERED

Introductory and up-grading courses are periodically set up for Brigades staff according to requests from Brigades units. The duration of these courses varies. Fees depend on the type of course being given.

FIANANCIAL ASSISTANCE

Available

FURTHER SERVICES

Advises exclusively to Brigades on curriculum development, assists in setting up training programmes, in preparing teaching aides, in formulating syllabi; also acts in a regulatory capacity to insure that various brigade centres meet requirements and standards

ACCOMODATIONS

Available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- number of participants not known, age group 20 years and over

How learn of programme -- through Brigades centre circulars, meetings

How chosen -- sent by employer (Brigades centre)

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

Number of scholarships not known; approximately P15,000 in funds utilised for scholarships

GEOGRAPHIC COVERAGE

From the 21 Brigades centres in Botswana

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
1	Vice-principal	1		
1	Boarding Master	1		
1	Matron	1		
2	Typist/Personal Asst.	2		
2	Coordinating Comm.	2		
1	Asst. Supplies Offi.	1		
2	Curriculum Devel.	2		
2	Admin. Officers	2		

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
2	Accountants/Auditors	2		
1	Building Advisor	1		
2	Textile Advisors	2		
33	Industrial Staff	33		
1	Senior Admin. Asst.	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Hostels	8	112	depends on course set
Meeting Room	1	30	
Classrooms	5	16	4pm to 8am
Offices	16		
Kitchen	1		
Dining Room	1		
Security Room	1		
Store Rooms	4		

MATERIALS

Textbooks, hand outs, chalk board, films, notebooks, flip chart, slide projectors, video, overhead projector

COURSE DESIGN

How designed -- through staff-training sub-committee, requests from Brigades
 New courses -- Textiles
 Courses dropped -- courses keep changing
 Courses requested -- courses usually set up upon request

WORK WITH VILLAGE INSTITUTIONS

Farmers committees, VDC, VHC, VET

PARTICIPANTS PREPARED TO

Go on for further training, return to job, using new skills, take new employment

FUNDING

Annual budget -- P560,000
 Source of funds -- Botswana government

FUTURE PLANS

Government policy decides what is done

BRIGADES

Provided in this chart is a complete list of the brigades that exist in Botswana, along with the courses or areas of advice that each of them offers. The T's in this chart indicate that training in that course is provided to brigade trainees; whereas the A's mean that the brigades only provide advice on that subject to anyone who may request it. Of the seventeen courses offered by the various brigades, most of them provide training in building/bricklaying and carpentry. Other more technical courses, like drafting and electrical, are also by some brigades, as well as courses that are more designed for females such as sewing and knitting. Advice but no training is provided in the areas of horticulture and weaving.

	Auto Mechanics	Building/Bricklaying	Carpentry	Draughting	Electrical	Farming	Forestry	Horticulture	Knitting	Machine Shop	Metal Fabrication	Panel Beating	Plumbing	Printing	Sewing	Textiles	Weaving	Welding
Bobonong Brigades Centre P.O. Box 144 Bobonong		T																
Chobe Brigades Development Trust P.O. Box 42 Kasane	T																	
Kanye Brigades Development Trust P.O. Box 202 Kanye	T	T						A										
Kgatleng Development Board P.O. Box 208 Mochudi		T	T															T
Kweneng Rural Development Assoc. Private Bag 7 Molepolole	T	T	T				A	A										
Lobatse Brigades Development Centre P.O. Box 165 Lobatse		T	T										T					
Madiba Brigades Development Centre Private Bag 12 Mahalapye	T	T	T		T													T
Maun Brigades Development Trust P.O. Box 13 Maun		T	T										T			T		
Palapye Development Trust P.O. Box 113 Palapye		T	T			A												
Serowe Brigades Development Trust P.O. Box 121 Serowe		T	T				TA			T	T	T		T				T
Shashe Brigades Development Trust P.O. Box 84 Tonota		T	T			T												
Tiro-ya-Diatla P.O. Box 165 Lobatse																	A	
Tswelelopele Centre P.O. Box 99 Ramotswa		T	T	T					T						T			
Tutume McConnel Community Trust Private Bag 37 Francistown	T	T	T					A										

BUSINESS ADVISORY SERVICES

MAILING ADDRESS
P/Bag 004
Gaborone

LOCATION
Ministry of Commerce
and Industry, Gaborone

TELEPHONE

Business Advisory Services is a programme of the Ministry of Commerce. It offers courses and consultation in book-keeping and business management for the small general dealer or aspiring general dealer. It has sister offices in Francistown, Serowe, Mahalapye and Mochudi. Business Advisory Services also advises on trade licensing and loan applications by the National Development Board.

COURSES OFFERED

Business Management

Duration -- no set duration

Entry requirement -- for the small general dealer or aspiring
small general dealer

Fee -- none

Book-keeping

Details -- same as above

FURTHER SERVICES

Advises on trade licensing and loan applications, advises on general business management problems

ACCOMODATIONS

Not available

OTHER OFFICES

Francistown, Serowe, Mahalapye, Mochudi

PARTICIPANTS

Enrolment -- Approximately 15 participants per course

80% men, 20% women, between ages of 35 and 55 years

How learn of programme -- word of mouth, radio, referred by BEDU,
RIO or Non-Formal Education

How chosen -- sent by ministry, employer, self-selected

Hindrance to attendance -- transportation, demands of employment
seasonal work

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
2	Business advisors	2		
1	Senior Commer. Advisor	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Office	1		

MATERIALS

Pamphlets, practical case studies

COURSE DESIGN

How designed -- instructions from ministry, co-worker discussion

WORK WITH VILLAGE INSTITUTIONS

Production Development Committee, district licensing committees

PARTICIPANTS PREPARED TO

Start own business (small-trading), use new knowledge to improve their businesses

FUNDING

Annual budget -- not known

Source of funds -- Botswana government

FUTURE PLANS

Continue along present lines of operation

CAMPHILL COMMUNITY CENTRE

MAILING ADDRESS
P.O. Box 34
Otse

LOCATION
off Lobatse Road
Otse

TELEPHONE

Camphill Community School provides two kinds of programmes: 1) a two-year in-service special education programme for handicapped applicants who have at least a Standard 7 education and have a working knowledge of English, and 2) a primary education course for educably handicapped children. Camphill also runs day care centres for mentally handicapped pre-school children in Thamaga, Gaborone, and Ramotswa. It is administered by the Ministry of Education, the Ministry of Health, and Special Unit for the Handicapped.

COURSES OFFERED

Special Education Course

This is an in-training course in which carpentry, tie-dye and batik making are taught. The sale of the resulting products are used to support the school.

Duration -- 2 years

Entry requirement -- Standard 7, good knowledge of English

Fee -- none, students are paid a salary

Primary Education Course

Duration -- on-going

Entry requirement -- must be educably-handicapped child

Fee -- P10 per month

FINANCIAL ASSISTANCE -

Not available

FURTHER SERVICES

Camphill runs day care centres for mentally-handicapped children in Thamaga, Gaborone, and Ramotswa.

ACCOMODATIONS

Available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

39 participants, 19 females, 20 males, between ages of 14 and 18 years

How learn of programme - word of mouth, through Special Unit for Handicapped

How chosen -- self-selected

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
3	Teachers	3		
7	Assistant teachers	7		
2	Cooks	2		
2	Cleaning staff	2		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Hostels	3	39	holidays
Classroom	1	15	at night
Office	1		
Kitchens	2		
Shops	2		
Playground	1		

MATERIALS

Textbooks, special teaching materials for the handicapped, playground equipment

COURSE DESIGN

How designed -- use normal primary school syllabus, use recognised syllabus of Waldorf schools in Europe
 New courses -- in-service seminars
 Courses dropped -- none
 Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

Village clinics

PARTICIPANTS PREPARED TO

Continue schooling, take new employment (some will work in Camphill workshop)

FUNDING

Annual budget -- not known
 Source of funds -- Botswana government, donations from DeBeers

FUTURE PLANS

Improve facilities, build more day care centres

CAMPBILL SCHOOL - ST. FRANCIS

MAILING ADDRESS
Box 1520
Gaborone

LOCATION
St. Francis Church
The Village
Gaborone

TELEPHONE
56417

Camphill School - St. Francis is part of the larger Camphill School in Otse, but its administration is independent of that school. Its main purpose is to help develop social and communicative skills of mentally and physically handicapped children who often have had negative experiences and have not been able to adapt in the regular school system. Emphasis is placed on work with the children on a one-to-one basis.

COURSES OFFERED

Courses per se are not given; rather various subjects are included in the general school curriculum. They are: reading, numbers, handicrafts, swimming, riding, health and hygiene, social communication, outdoor play.

Duration -- follow normal school year schedule
Entry requirement -- physical, mental, social handicap
Fee -- P45 per term

FINANCIAL ASSISTANCE

Available through sponsorship

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

Ramotswa, Otse, Thamaga

PARTICIPANTS

Enrolment -- Time period - 1983
total of 13 children, 11 boys, 2 girls, between ages of
6 to 15 years
How learn of programme -- word of mouth, Special Services Unit
recommendation
How chosen -- chosen by Special Services Unit
Hindrance to attendance -- transportation

SCHOLARSHIPS PER YEAR

None directly through the school, but sponsorships available

GEOGRAPHIC COVERAGE

Gaborone area

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Supervisor			1
1	Teacher		1	
2	Trainees		2	
2	Volunteer teachers			2

FACILITIES

Use St. Francis school

MATERIALS

Textbooks, posters, pamphlets, chalk board, note books, paints, crayons
educational toys, readers, playground equipment

COURSE DESIGN

How designed -- decided by supervisor and teachers according to each
child's individual abilities

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Develop social skills, become more accepted by the community at large,
develop motor skills, become more independent

FUNDING

Annual budget -- P2,500

Source of funds -- participant fees, NORAD, sponsorships pay for most
of the children's fees

FUTURE PLANS

Need to expand in all ways: need a few classrooms in a normal school
to become more integrated in the normal school system, need more
teachers (especially handicrafts teacher), need vehicle, driver and
a grant to pay for petrol expenses

CAPITAL CONTINUATION CLASSES

MAILING ADDRESS	LOCATION	TELEPHONE
P.O. Box 116	Kgale Close	52114
Gaborone	Bontleng	
	Gaborone	

Capital Continuation Classes is a private organisation which provides courses in the JC syllabus in order to prepare students to pass the Junior Certificate examination. It also offers a course in typing.

COURSES OFFERED

Junior Certificate Course

Duration -- 3 years
Entry requirement -- Standard 7
Fee -- P160 per year

Typing Course

Duration -- 3 to 4 months
Entry requirement -- Standard 7
Fee -- P72 per course

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983
410 students, male and female, age 12 and over
How learn of programme -- word of mouth, radio, school is now well-known
How chosen -- self-selected, some sent by their employers
Hindrance to attendance -- cost, transportation

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country, but mostly Gaborone area

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Headmaster	1		
1	Deputy Headmaster	1		
14	Teachers	14		
13	Teachers		13	
1	Typist		1	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use during the day</u>
Classrooms	11	45	
Offices	3		

MATERIALS

Textbooks, pamphlets, chalk board, notebooks, typewriters, epidioscope

COURSE DESIGN

How designed -- instructions from Ministry

New courses -- Agricultural Science

Courses dropped -- Development Studies

Courses requested -- Accountancy

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Pass JC examination, enter secondary schools, BAC, University; some return to the school to teach

FUNDING

Annual budget -- P60,000

Source of funds -- participant fees

FUTURE PLANS

Need laboratory facilities, need more full-time teachers, build new school buildings

CATHEDRAL COMMERCIAL SCHOOL

MAILING ADDRESS
P.O. Box 218
Gaborone

LOCATION
next to Christ the
King Cathedral
Gaborone

TELEPHONE
2979

The Cathedral Commercial School is a church-administered school which offers courses in shorthand, typing, English, and accountancy.

COURSES OFFERED

Secretarial Course

Duration -- 1 year
Entry requirement -- Cambridge or GCE
Fee -- P385

Clerk/typist Course

Duration -- 10 months
Entry requirement -- JC pass
Fee -- P290

Evening Courses

Typing - This course is offered at the elementary, intermediate and advanced levels.

Duration -- elementary - 10 months
intermediate and advanced - 6 months

Entry requirement -- none

Fee -- elementary - P195
intermediate and advanced -- P125

Book-keeping - This course is offered at the elementary and advanced levels.

Duration -- 6 months
Entry requirement - none
Fee -- P120

Shorthand Speed

Duration -- 8 months
Entry requirement - none
Fee -- P150

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

None

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983
 Day classes - 160 participants
 Night classes - 120 participants
 All women, ages 17 to 30 years
 How learn of programme -- word of mouth, advertisements, school is well-known
 How chosen -- self-selected
 Hindrance to attendance -- occasional pregnancy

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
1	Manager		1	
7	Teachers	5	2	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classrooms	6	20	at night
Office	1		

MATERIALS

Textbooks, pamphlets, chalk board, notebooks, typewriters, overhead projector, recorders

COURSE DESIGN

How designed -- decided by principal and teachers
 New courses -- none
 Courses dropped -- none
 Courses requested -- Advanced book-keeping

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Take new employment

FUNDING

Annual budget -- not known
 Source of funds -- participant fees, donations from British High Commission, USAID, Mine-Labour Organisations, Misereor, apostolic workers from Ireland and Scotland

FUTURE PLANS

Continue along present lines of operation

CATHOLIC MISSION PROGRAMME

MAILING ADDRESS
P.O. Box 2285
Kanye

LOCATION
Catholic Mission
on Main Kanye Road

TELEPHONE

The Catholic Mission Programme is sponsored by the Thapelong Catholic Mission. It offers book-keeping and knitting courses to adult students.

COURSES OFFERED

Book-keeping

Duration -- 10 months

Entry requirement -- preferably working in commercial sector

Fee -- P45 plus payment for books

Knitting

Duration -- 1 year

Entry requirement -- none

Fee -- none, but must buy own equipment

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

28 participants, 25 females, 3 males, between ages of 24 and 50 years

How learn of programme -- word of mouth

How chosen -- self-selected

Hindrance to attendance -- seasonal work, home committments, children's sickness, book-keeping course more difficult than expected

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Kanye

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Teacher		1	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	20	always in use

MATERIALS

Textbooks, chalk board, knitting equipment

COURSE DESIGN

How designed -- by the teacher

New courses -- none

Courses dropped -- none

Courses requested -- both knitting and book-keeping were requested;
sewing and gardening are now requested

WORK WITH VILLAGE INSTITUTIONS

In past, were working with Village Production Unit

PARTICIPANTS PREPARED TO

Use new skills, get better jobs

FUNDING

Annual budget -- P1,040

Source of funds -- participant fees, CUSO

FUTURE PLANS

Expand present programme, perhaps to include younger students

DAY CARE CENTRE TRAINING CENTRE

MAILING ADDRESS
P/Bag 28
Lobatse

LOCATION
near Police Camp
Peleng Location
Lobatse

TELEPHONE
744

The Day Care Centre Training Centre is a programme of the Ministry of Local Government and Lands and the Lobatse Town Council. The Centre trains people to teach in day care centres.

COURSES OFFERED

Pre-School Child Education Training Course

This course includes such subjects as Geography, Gardening, English, Nutrition, History and Setswana. Montessori methods of teaching pre-school children are also introduced.

Duration -- 2 years

Entry requirement -- at least Standard 7

Fee -- none

FURTHER SERVICES

None

ACCOMODATIONS

Available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

18 participants, all female, between ages of 19 and 50

How learn of programme -- word of mouth, advertisements, the Centre sends out circulars to all day care centres

How chosen -- chosen by day care centres, Botswana Council for Women, churches

Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

All students are paid for by UNICEF through Local Government and Lands
18 students are sponsored for each 2-year course

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Co-ordinator	1		
2	Instructors	2		
1	Teacher	1		
6	Indus. Class	6		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Hostel	1	18	August and Dec. for 2 weeks
Library	1		
Classrooms	3	150	5pm to 8am
Office	1		
Kitchen	1		
Storerooms	2		

MATERIALS

Textbooks, pamphlets, chalk board, notebooks

COURSE DESIGN

How designed -- through committee, through instructions from Ministry
of Local Government and Lands

New courses -- gardening

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

PTA, VDC

PARTICIPANTS PREPARED TO

Work as pre-school child education teachers in day care centres
in Botswana

FUNDING

Annual budget -- P20,000

Source of funds -- UNICEF, Ministry of Local Government and Lands

FUTURE PLANS

Invite someone in pre-school child education field from Israel or
elsewhere overseas to show them how day care centres are run in their
countries

DEBORAH RELIEF MEMORIAL HOSPITAL ENROLLED NURSING PROGRAMME

MAILING ADDRESS
P. O. Box 24
Mochudi

LOCATION
at Deborah Relief
Memorial Hospital
Mochudi

TELEPHONE

The Deborah Relief Memorial Hospital offers a 2-year enrolled nursing programme for people who have passed the JC examination.

COURSES OFFERED

First Year Enrolled Nursing Course

The first year of the nursing course includes the following subjects: first aide, anatomy and physiology, biochemistry, nutrition, personal hygiene, principles of nursing, history of nursing, psychology, sociology, medical and surgical nursing, and theatre nursing.

Duration -- 1 year

Entry requirement -- pass JC

Fee -- none

Second Year Enrolled Nursing Course

The second year of the nursing programme offers the following subjects: medical and surgical nursing, obstetric nursing, pediatric nursing, casualty nursing, psychiatric nursing, and public health.

Duration -- 1 year

Entry requirement -- to have successfully completed Year 1

Fee -- none

FURTHER SERVICES

Library

ACCOMODATIONS

Available

OTHER OFFICES

Francistown, Serowe, Molepolole, Lobatse, Kanye

PARTICIPANTS

Enrolment -- Time period - participants for 2 years - 39 students total, 38 females, 1 male, between ages of 19 and 35

How learn of programme -- word of mouth

How chosen -- self-selected

Hindrance to attendance -- competition, pregnancy

SCHOLARSHIPS PER YEAR

None

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
2	Nursing sisters	2		
8	Nursing sisters		4	4

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Hostels	2	40	always in use
Meeting room	2	30	
Classrooms	2	22	9pm to 7:30am
Office	1		
Kitchen	1		
Dining room	1		
Library	1		

MATERIALS

Textbooks, chalk board, films, case studies, models, medical equipment

COURSE DESIGN

How designed -- instructions from Ministry of Health and Nursing Council

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Become nurses, pass final enrolled nursing examination

FUNDING

Annual budget -- P29,436

Source of funds -- Botswana government, Dutch Reformed Church

FUTURE PLANS

Need to buy more books, stationary, projector, medical films, need to hire more instructors

DEPARTMENT OF AGRICULTURE FIELD SERVICES

MAILING ADDRESS
P/Bag 003
Gaborone

LOCATION
Francistown Ro
Gaborone

TELEPHONE
51171

The Department of Agriculture Field Services is a programme of the Ministry of Agriculture which provides courses in fisheries, forestry, soil conservation, and bee-keeping. This department also advises farmers on a wide variety of agricultural subjects, such as crop production, livestock production, and ranch management.

COURSES OFFERED

Agriculture Courses

Short courses on topics such as improved crop production, improved animal production and improved conservation measures are conducted at various centres around the country. They are:

Denman Rural Training Centre, Sebele
Impala Short Courses Centre, Francistown
Mahalapye Rural Training Centre, Mahalapye
Ngamiland Rural Training Centre, Maun
Southern Short Course Centre, Sunnyside, Lobatse

Courses on other topics, and special women's courses on agriculture are arranged upon request.

People interested in these courses should contact their local agricultural demonstrator.

Duration -- varies

Entry requirement -- for people engaged in farming, no formal qualifications

Fee -- none

Ranch Management Course

A course on the basic principles of ranch management is offered by the Ramatlabama Ranch Management Training Centre, Lobatse.

Duration -- 1 year

Entry requirement -- for ranch managers and prospective ranch managers

Fee -- none

Fisheries

Duration -- 12 to 24 months

Entry requirement -- JC

Fee -- students are salaried

Forestry

Details -- same as above

Soil Conservation

Details -- same as above

Bee-keeping

Instruction in bee-keeping can be obtained in any part of Botswana by writing to:

The Bee-keeping Officer
Dept. of Agriculture Field Services
P/Bag 003, Gaborone

Duration -- on-going
Entry requirement -- none
Fee -- none

FURTHER SERVICES

Advises farmers on crop production, livestock management, ranch management, and dam building

ACCOMODATIONS

Not available

OTHER OFFICES

Branch offices throughout the country

PARTICIPANTS

Enrolment -- Time period - 1982
14 students, 6 females, 8 males, between ages of 19 and 23 years
How learn of programme -- advertisements, radio, through Agrinews
How chosen -- self-selected
Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

All expenses borne by the Department, students are salaried

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Director	1		
1	Deputy Director	1		
5	Heads of Division	5		
150	Professional Off.	150		
250	Technical Officers	250		
50	Clerks	50		
12	Secretaries	12		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting rooms	2	30	
Offices	35		
Kitchen	1		
Store rooms	4		

MATERIALS

Textbooks, pamphlets, chalk board, films, case studies, notebooks, video, overhead projector, survey and lab equipment, agricultural tools and equipment for practical demonstrations

COURSE DESIGN

How designed -- decided by staff
New courses -- Bee-keeping
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

Farmers committees, VDC, VET

PARTICIPANTS PREPARED TO

Go on for further training, use new technical skills in field work,
produce items for sale, grow better crops

FUNDING

Annual budget -- P25,200
Source of funds -- Botswana government

FUTURE PLANS

Continue along present lines of operation

DEPARTMENT OF COOPERATIVE DEVELOPMENT

MAILING ADDRESS
P. O. Box 86
Gaborone

LOCATION
at Sebele

TELEPHONE
53431

The Department of Cooperative Development is a programme under the Ministry of Agriculture which works with the different cooperative societies in Botswana. It advises these societies on management practices and provides training to workers in the societies. It also sponsors various upgrading seminars for cooperatives who request this service.

COURSES OFFERED

Management Training

Duration -- 5 to 6 months

Entry requirement -- Cambridge school leavers, school interview

Fee -- none

Book-keeper/Shop Assistant/Salesman Course

Duration -- 2 weeks

Entry requirement -- at least Standard 7

Fee -- none

Village-Based Courses

Duration -- 2 to 7 days

Entry requirement -- village residents

Fee -- none

Committee Members Course

Duration -- 2 to 7 days

Entry requirement -- must be elected committee member

Fee -- none

FURTHER SERVICES

Produce hand-outs, provide reference books, advises on management practices

ACCOMODATIONS

Not available

OTHER OFFICES

Palapye, Francistown, Maun, Ghanzi

PARTICIPANTS

Enrolment -- Time period - 1982

2,230 participants, male and female, between 18 and 65 years

How learn of programme -- the Department sends its training programmes out to all cooperative societies and to Extension agencies

How chosen -- self-selected

Hindrance to attendance -- personal problems of participants

SCHOLARSHIPS PER YEAR

None

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GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Commissioner	1		
1	Deputy Comm.	1		
3	Asst. Comm.	3		
4	Senior Coop. Off.	4		
47	Cooperative Off.	47		
1	Secretary	1		
2	Typists	2		
4	Administrators	4		
1	Messenger	1		
1	Storeman	1		
3	Cleaners	3		
11	Drivers	11		
1	Gardener	1		
2	Nightwatchmen	2		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classroom	1	45	when courses not in session
Offices	14		
Storeroom	1		

MATERIALS

Textbooks, handouts, chalk board, films, charts, overhead projector.

COURSE DESIGN

How designed -- Officers go out and visit cooperative societies hold meeting amongst workers to decide upon their training needs

New courses -- none

Courses dropped -- none

Courses requested -- syllabus of Community Development Training Course

WORK WITH VILLAGE INSTITUTIONS

VDC, Headmen, extension workers

PARTICIPANTS PREPARED TO

Go on for further training, take new employment, know role of cooperative societies

FUNDING

Annual budget -- P28,500

Source of funds -- Botswana government

FUTURE PLANS

Would like to have a full training centre with classrooms, hostels, etc.

DEPARTMENT OF METEOROLOGICAL SERVICES

MAILING ADDRESS
P.O. Box 10100
Gaborone

LOCATION
near the Prison
the Village
Gaborone

TELEPHONE

The Department of Meteorological Services is a programme of the Ministry of Works and Communications. It offers basic and degree courses in meteorology and a degree course in engineering in order that graduates be able to take up employment as technical assistants. This department also provides information and advice about climate to agriculturalists, industrialists and air transportation personnel.

COURSES OFFERED

Meteorological Assistant Training

Trainees are prepared to work in one or more of the following fields:

weather observation and recording
plotting meteorological data on synoptic maps
analysis and entry of autographic recordings
telecommunications
repair and maintenance of meteorological and telecommunications instruments

Duration -- 6 months to one year

Entry requirement -- JC with GCE with passes in Math. and Science

Fee -- none, given training allowance

External Diploma Course

Duration -- 2 years

Entry requirement -- GCE with passes in Math. and Science

Fee -- same as above

Meteorological Degree Course

Duration -- 4 years

Entry requirement -- pass diploma course

Fee -- same as above

Engineering/Technician Degree Course

Duration -- 4 years

Entry requirement -- for students who have passed Polytechnic courses

Fee -- same as above

FURTHER SERVICES

Gives advice and climatic data to agriculturalists, industrialists, and air transportation personnel

ACCOMODATIONS

Not available

OTHER OFFICES

Francistown, Mahalapye, Kasane, Maun, Shakawe, Ghanzi, Tshane, Tshabong

PARTICIPANTS

Enrolment -- Time period - 1982
 10 students, 3 females, 7 males, between ages of
 19 and 23 years

How learn of programme -- advertisements, radio

How chosen -- self-selected, sent by Ministry

Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Director	1		
1	Senior Meteor. Off.	1		
3	Meteor. Officers	3		
3	Sen. Tech. Officers	3		
11	Technical Officers	11		
8	Chief Tech. Asst.	8		
15	Senior Tech. Asst.	15		
20	Technical Asst.	20		
1	Secretary	1		
1	Administr. Officer	1		
1	Asst. Admin. Off.	1		
1	Advisor	1		
11	Indus. Class	11		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Workshop	1		
Meeting room	1	14	
Classroom	1	12	at night
Offices	18		
Kitchen	1		
Store room	1		
Engine room	1		
Reception room	1		

MATERIALS

Textbooks, pamphlets/handouts, chalk board, notebooks, meteorological and telecommunications equipment, teletype machine

COURSE DESIGN

How designed -- through committee

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Take new employment as technical assistants, use new skills in meteorology

FUNDING

Annual budget -- P13,430

Source of funds -- Botswana government

FUTURE PLANS

Expand department, fill 34 open vacancies, build better classrooms, purchase better training aides and equipment, send more people for degrees

DEPARTMENT OF NON-FORMAL EDUCATION

MAILING ADDRESS
P/Bag 0043
Gaborone

LOCATION
Extension
Gaborone

TELEPHONE
51581

The Department of Non-Formal Education, a programme under the Ministry of Education, is responsible for a variety of educational endeavors. The DNFE operates the national literacy programme which trains literacy workers and provides literacy classes. It offers correspondence courses for the JC and GCE. DFNE study centres are located in 10 towns and villages throughout the country. These centres provide tutorial services and run seminars and week-end courses. Home Economic studies are offered through DFNE's Ditiro tsa Ditlabololo Project, which organises practical courses for women in soap-making, cooking, knitting and child-care.

COURSES OFFERED

Literacy Programme

This is a national programme now operating in a large number of villages in all districts of Botswana. For further information on location of groups, contact DNFE headquarters in Gaborone or:

DAEO northeast District
P.O. Box 10360
Tatitown, Francistown

DAEO Ghanzi District
P.O. Box 13, Ghanzi

Head, Matsha NFE Centre
P.O., Kang

DAEO Northwest District
P.O. Box 429
Maun

DAEO Kgatleng District
P.O. Box 823
Mochudi

DAEO Kweneng District
Molepolole Education Centre
P.O. Box 87
Molepolole

DAEO Southeast District
P.O. Box 11
Ramotswa

DAEO Central District
P.O. Box 162
Serowe

DAEO Kgalagadi District
P.O. Box 100
Tsabong

ADEO Tutume
P.O. Box 2
Tutume

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Literacy Assistants Training Course

This course prepares participants to train and supervise literacy group leaders who are based in villages where the literacy programme operates.

Duration -- five weeks

Entry requirement -- JC

Fee -- none, trainees are salaried

Literacy Teaching Course

Teaching materials and training are available to help individuals or groups to run their own literacy courses.

Duration -- 1 week

Entry requirement -- none

Fee -- none

JC Correspondence Course

Subjects available are book-keeping and commerce, English, geography, history, human and social biology, mathematics, and Setswana.

Duration -- on-going

Entry requirement -- Standard 7

Fee -- P10 per subject

GCE Correspondence Course

Subjects available are commerce, English, language, geography, history, human biology, and mathematics.

Duration -- on-going

Entry requirement -- JC

Fee -- P15 per subject

Home Economics

Through its Ditiro tsa Ditlabololo project, DNFE organises practical courses for village women throughout Botswana on such topics as soap-making, cooking, knitting and child care. Women wishing to take part in these courses should contact DNFE headquarters in Gaborone or their local DAEO office. Simple illustrated material in Setswana and English on the above topics is also obtainable from DNFE headquarters.

Duration -- 1 week

Entry requirement -- literacy

Fee -- none

FURTHER SERVICES

DNFE has study centres around the country which provide tutors who help people study for JC and GCE and which run seminars and weekend courses. The centres are located in Bobonong, Francistown, Gaborone, Ghanzi, Kanye, Mahalapye, Maun, Mochudi, Molepolole, Ramotswa, Serowe. Some study centres also have libraries.

ACCOMODATIONS

Not available

OTHER OFFICES

Offices in all districts of the country

PARTICIPANTS

Enrolment -- nation-wide figures not known
 male and female, ages 10 to 70 years
 How learn of programme -- word of mouth, advertisements, radio,
 posters, required to come by employers
 How chosen -- self-selected
 Hindrance to attendance -- transportation, seasonal work on lands

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Botswana, Lesotho, Malawi, Republic South Africa

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Chief Education Off.	1		
1	Director	1		
1	Bursar	1		
1	Supplies Officer	1		
8	Course writers	8		
2	Editors	2		
2	Technical Officers	2		
12	Field Officers	12		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Meeting Room	1		
Offices	18		
Printing Workshop	1		
Store room	2		
Tea room	1		

MATERIALS

Textbooks, pamphlets, chalk board, films, notebooks

COURSE DESIGN

How designed -- research, co-worker discussion
 New courses -- In-service Training Evaluation Course
 Courses dropped -- none
 Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

4B, VDC, VET

PARTICIPANTS PREPARED TO

Read better, go on for further training, start own business, use
 new technical skills, grow crops, produce items for sale

FUNDING

Annual budget -- P658,570
 Source of funds -- Botswana government, donor agencies from
 abroad, USAID, SIDA, Dutch government, UNICEF

FUTURE PLANS

Expand correspondence programme, printing resources, and storage
 facilities, increase manpower resources and transport facilities

DEPARTMENT OF SURVEY AND LANDS

MAILING ADDRESS
P/Bag 0037
Gaborone

LOCATION
Station Road
Gaborone

TELEPHONE
53251

The Department of Surveys and Lands is a programme of the Ministry of Local Government and Lands which offers courses in basic cartography and air survey. This department is responsible for making maps and it provides information and data useful to other government departments.

COURSES OFFERED

Basic Cartography

This course qualifies trainees for employment as land assistants, survey assistants or draughting assistants.

Duration -- 1 year

Entry requirement -- O level school leavers who are good in Math, Geography and technical drawing

Fee -- none

Air Survey

Duration -- 6 months

Entry requirement -- passed cartography course

Fee -- none

FURTHER SERVICES

Provides data to other government departments, map-making

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- 60% females, 40% males, between ages 19 and 23 years

How learn of programme -- advertisements, word of mouth,
Geological Survey Dept. sends participants

How chosen -- self-selected

Hindrance to attendance -- competition, lack of accomodation

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Mainly Gaborone area

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Director of Survey And Lands	1		
1	Chief Surveyor	1		
1	Map Product. Off.	1		

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FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Training room	1		
Equipment room	1		

MATERIALS

Textbooks, pamphlets, chalk board, cartographic equipment, projectors
notebooks

COURSE DESIGN

How designed -- committee, instructions from Ministry
New courses -- none
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Use new cartographic skills

FUNDING

Annual budget -- P2,000 to P3,000
Source of funds -- Botswana government

FUTURE PLANS

Continue along present lines of operation

DEPARTMENT OF TOWN AND REGIONAL PLANNING

MAILING ADDRESS	LOCATION	TELEPHONE
P/Bag 0042 Gaborone	Development House The Mall Gaborone	52091

The Department of Town and Regional Planning is a programme of the Ministry of Local Government and Lands. It consists of an Urban and Regional Planning section as well as a draughting and clerical section. Courses in draughting and planning are offered.

COURSES OFFERED

Draughting Course

Trainees learn to draw thematic maps, produce village sketching maps from photographs, do land-use surveys of villages and do surveying and drawing to scale.

Duration -- 1 year

Entry requirement -- Form 5 with pass in Math. and/or geometrical drawing

Fee -- none, trainees are paid

Planning Course

This training programme combines on-the-job instruction and pre-planning courses at the University of Botswana. Trainees learn technique or draughting, reading aerial photographs and maps, basic land-use survey methods, and basic town planning.

Duration -- 18 to 20 months

Entry requirement -- Third class Cambridge pass with credit in English and Math.

Fee -- none, trainees are paid

FURTHER SERVICES

Library

ACCOMODATIONS

Not available

OTHER OFFICES

Francistown

PARTICIPANTS

Enrolment -- 30% females, 70% males, 19 to 28 years old

How learn of programme -- word of mouth, advertisements

How chosen -- self-selected

Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Director	1		
2	Principal planners	2		
6	Senior planners	6		
8	Planners	8		
5	Assistant planners	5		
2	Senior Tech. Officers	2		
3	Tech. Officers	3		
3	Senior Tech. Off.	3		
5	Technical Asst.	5		
1	Asst. Admin. Off.	1		
4	Senior Admin. Asst.	4		
3	Typists	3		
8	Industrial class	8		
24	Trainees	24		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Conference room	1	25	
Draughting office	1	12	
Offices	15		
Printing rooms	2		

MATERIALS

Textbooks, pamphlets, chalk board, notebooks, technical equipment

COURSE DESIGN

How designed -- through committee
 New courses -- none
 Courses dropped -- none
 Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

VDC, landboard, District Councils, Town Councils

PARTICIPANTS PREPARED TO

Go on for further training, return to job, using new technical skills, be promoted

FUNDING

Annual budget -- P18,000
 Source of funds -- Botswana government

FUTURE PLANS

Continue along present lines of operation

DRIVING SCHOOL

MAILING ADDRESS
P.O. Box 835
Serowe

LOCATION
near Watson's Store
Serowe

TELEPHONE

Serowe's Driving School is a private business which offers two kinds of driving courses: one to learn how to drive regular automobiles and one to learn how to drive heavy duty vehicles.

COURSES OFFERED

Automobile Driving Course

Duration -- 6 months
Entry requirement -- none
Fee -- P200

Heavy Duty Vehicle Driving Course

Duration 6 months
Entry requirement -- none
Fee -- P200

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 6 months
8 students, 6 females, 2 males, ages 18 to 40 years
How learn of course -- word of mouth
How chosen -- self-selected
Hindrance to attendance -- cost, seasonal work on lands

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country, but more from Central District

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Owner/Teacher	1		
1	Teacher	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Office	1	6	

MATERIALS

Pamphlets, notebooks, car

COURSE DESIGN

How designed -- by owner and teacher
New courses -- none
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Learn how to drive, take new employment as drivers

FUNDING

Annual budget -- P2,000
Source of funds -- participant fees

FUTURE PLANS

Continue along present lines of operation

E. HOLLANDS PTY. LTD

MAILING ADDRESS
P. O. Box 115
Gaborone

LOCATION
7061 Chobe Way
Gaborone

TELEPHONE
2929

E. Hollands Pty. Ltd. is a private organisation which provides intensive language tutoring, gives didactic consultancy and does language translations in the following languages: French, Italian, Spanish, English, and Portuguese. The language tutoring is not for beginners, but rather caters to adults who already have a little knowledge of any of the above languages and who want to improve those language skills.

COURSES OFFERED

Intensive French

Duration -- 3 months

Entry requirement -- intelligent, highly-motivated individuals
with natural ability for languages

Fee -- varies according to each individual

Intensive English

Details -- same as above

Intensive Italian

Details -- same as above

Intensive Spanish

Details -- same as above

Intensive Portuguese

Details -- same as above

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

Language translations, didactic consultancy

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

4 students, 2 males, 2 females, all adults

How learn of programme -- advertisements in Botswana Advertiser

How chosen -- self-selected, but are interviewed by Directress

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Mainly Gaborone area

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Managing Directress/ Instructress	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Office	1	4	

MATERIALS

Textbooks, note books

COURSE DESIGN

How designed -- decided by Directress
 New courses -- none, this is a newly-opened business
 Courses dropped -- none
 Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Improve language skills, use improved language skills in present jobs

FUNDING

Annual budget -- not known
 Source of funds -- participant fees, private funds

FUTURE PLANS

Continue along present lines of operation

EDDIE'S DRIVING SCHOOL, PTY. LTD.

MAILING ADDRESS
P.O. Box 20237
Gaborone

LOCATION
11077 Tawana Rd.
Gaborone

TELEPHONE

Eddie's Driving School Pty. Ltd. is a private organisation which provides a course in light vehicle driver's education.

COURSES OFFERED

Light Vehicle Driver's Education

Duration -- 6 months
Entry requirement -- none
Fee -- P230

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983
20 students, 15 females, 5 males, between ages of 19
and 35 years
How learn of programme -- word of mouth, advertisements
How chosen -- self-selected
Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Manager/Instructor	1	.	
1	Instructor	1		
1	Secretary	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Office	1		

MATERIALS

Textbooks, cars

COURSE DESIGN

How designed -- by manager and instructor

New courses -- none

Courses dropped -- none

Courses requested -- course to learn how to drive heavy-duty vehicle

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Learn how to drive, take new employment as drivers

FUNDING

Annual budget -- P6,000

Source of funds -- participant fees, private funds

FUTURE PLANS

Get better vehicles, get heavy-duty vehicle to introduce new course

FAMILY WELFARE EDUCATOR PROGRAMME

MAILING ADDRESS	LOCATION	TELEPHONE
P. O. Box 992	Extension 12	
Gaborone	Gaborone	

The Family Welfare Educator Programme is a programme of the Ministry of Health. It provides training to Family Welfare Educators and holds seminars and workshops in villages to help educate people about hygiene, health and nutrition.

COURSES OFFERED

Family Welfare Educators Course

This theoretical and practical course prepares trainees to become Family Welfare Educators (FWEs). Family Welfare Educators are based at clinics and health posts where they give talks and demonstrations related to nutrition, hygiene, sanitation, immunisation, etc. They also give first aide services. At least half of an FWE's time is spent visiting homes and schools.

Duration -- 11 weeks

Entry requirement -- FWEs are selected by Village Development Committees, minimum Standard 7 education

Fee -- none

FURTHER SERVICES

Holds seminars and workshops in villages on health, hygiene, sanitation and nutrition, home visits for people who do not attend clinics

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

95% females, 5% males, age 20 years and upwards

How learn of programme -- recruited by VDC and Councils

How chosen -- chosen by VDC, Town Council or Village Extension team

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half time</u>	<u>Volunteer</u>
1	Tutor	1		
1	Health Educator		1	
1	Nutritionist		1	
1	Maternal and Child Care Instruc.		1	
1	Horticulturist		1	
2	Red Cross Workers		1	1

FACILITIES

Use Denman Rural Training Centre facilities

MATERIALS

Films, note books, posters, medical equipment

COURSE DESIGN

How designed -- instructions from Ministry of Health

New courses -- Mental Health Education, Rehabilitation of Handicapped
Child

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

Farmers Committees, PTA, 4B, VDC, VHC, VET

PARTICIPANTS PREPARED TO

Take employment as Family Welfare Educators

FUNDING

Annual Budget -- P20,000

Source of funds -- UNICEF, TPPF

FUTURE PLANS

Continue along present lines of operation

FRANCISTOWN EVENING SCHOOL

MAILING ADDRESS	LOCATION	TELEPHONE
P. O. Box 60 Francistown	Nyangabgwe School close to Materspei College Francistown	

The Francistown Evening School is a primary school sponsored by the Francistown Town Council. This school provides an opportunity for adults to complete their primary education.

COURSES OFFERED

Primary Education Course

Standards 1 through 7 courses are provided.

Duration -- on-going

Entry requirement -- none

Fee -- P2 per term

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period -- 1983

269 participants, male and female, adults

How learn of programme -- word of mouth

How chosen -- self-selected

Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Francistown

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
9	Teachers		9	

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Use Council School facilities			
Classrooms	9	300	9pm to 7am
Office	1	5	

MATERIALS

Textbooks, pamphlets, chalk board, note books

COURSE DESIGN

How designed -- decided by Town Council

New courses -- none

Courses dropped -- none

Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Read better, go on for further education, return to job, take new employment

FUNDING

Annual budget -- P4,350

Source of funds -- Botswana government, Town Council in Francistown

FUTURE PLANS

Continue along present lines of operation

FRANCISTOWN TEACHER TRAINING COLLEGE

MAILING ADDRESS	LOCATION	TELEPHONE
P/Bag 24 Francistown	building on right as enter Francistown	

The Francistown Teacher Training College is a college sponsored by the Ministry of Education. The Francistown TTC trains people to become primary school teachers. It also provides in-service teacher training courses.

COURSES OFFERED

Primary Teacher Certificate

Duration -- 2 years

Entry requirement -- JC pass or Standard 7 with 2 years teaching experience

Fee -- none, students receive a monthly allowance

FURTHER SERVICES

Holds in-service teacher training courses, consults with primary schools on teaching methods and curriculum

ACCOMODATIONS

Available

OTHER OFFICES

Lobatse, Serowe

PARTICIPANTS

Enrolment - Time period - for a 2 year course, 300 total students
220 females, 80 males, between ages of 17 and 40 years

How learn of programme -- word of mouth

How chosen -- self-selected

Hindrance to attendance -- competition

SCHOLARSHIPS PER YEAR

None, government pays for all student expenses

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Principal	1		
1	Deputy Principal	1		
1	Asst. Principal	1		
4	Heads of Dept.	4		
20	Teachers	20		
1	Bursar	1		
1	Secretary	1		
1	Asst. Bursar	1		
12	Industrial Class	12		

ITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>-When not in use</u>
Hall	1		
Hostels	5	300	always filled
Meeting room	1	60	
Classrooms	10		9pm to 7am
Offices	7	35	
Kitchen	1		
Dining Room	1	150	
Laboratories	4		

MATERIALS

Textbooks, chalk board, films, note books, overhead projector

COURSE DESIGN

How designed -- committee formed from primary school staffs and
TTC staff, suggestions from University

New courses -- none

Courses dropped -- none

Courses requested -- music, agriculture, woodworking, metal work

WORK WITH VILLAGE INSTITUTIONS

4B

PARTICIPANTS PREPARED TO

Take employment as primary school teachers

FUNDING

Annual budget -- not known

Source of funds -- Botswana government

FUTURE PLANS

Build more study facilities, more hostels, add courses which have
been requested

GABORONE FITNESS CENTRE

MAILING ADDRESS
P.O. Box 20740
Gaborone

LOCATION
Lejara Road
Broadhurst
Gaborone

TELEPHONE
56387

The Gaborone Fitness Centre is a private organisation which offers instruction in body building, injury rehabilitation and general physical fitness. It has a gymnasium, body building equipment, jacuzzi and sauna. Attention is also given to nutrition, anatomy and physiology in the training programme.

COURSES OFFERED

Physical Exercise

This is a fitness course which varies for each participant according to his or her goals and physical capabilities. Consultation and instruction is given by the Director of the Fitness Centre who sets exercises and tells participants what equipment to use according to desired goals.

Duration -- on-going

Entry requirement -- none

Fee -- Joining fee - P15

Daily fee - P5

Monthly fee - P25

Yearly fee - P200

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983

405 members, 132 (45%) females, 273 (55%) males
8 years and over

How learn of programme -- word of mouth, advertisements

How chosen -- self-selected

Hindrance to attendance -- transportation, cost, demands of
employment, seasonal work, competition

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Mainly Gaborone area

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Director/Instructor	1		
1	Receptionist	1		
1	Typist	1		
2	Cleaners	2		
1	Workman	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Offices	2		
Gymnasium	1		nights
Sauna	1		

MATERIALS

Body building equipment (weights, pulleys, bicycles on stands, etc.)
Sauna, jacuzzi

COURSE DESIGN

How designed -- by Director/Instructor
New courses -- entire programme is new this year
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Attain physical fitness, build body muscles, improve physique, gain awareness of anatomy and physiology

FUNDING

Annual budget -- P80,000 capital investment
Source of funds -- participant fees, private income

FUTURE PLANS

Open up restaurant, sportswear shop, swimming pool, squash court, martial arts centre

GABRIEL'S TYPING SCHOOL

MAILING ADDRESS
P.O. Box 685
Serowe

LOCATION
near Catholic Mission
Serowe

TELEPHONE
492

Gabriel's Typing School is operated by the Catholic Missions and offers courses in Typing and English.

COURSES OFFERED

Typing

Duration -- 6 to 8 months
Entry requirement -- must have taken JC examination
Fee --- P160

English

Details -- same as above

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 6 months
60 participants, 57 females, 3 males, mostly in early 20's
How learn of programme -- word of mouth, advertisements in newspaper, posters
How chosen -- self-selected
Hindrance to attendance -- cost, competition, insufficient level of education

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Mainly Serowe area

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Manager	1		
3	Teachers	1	1	1

FACILITIES

Use Parish Hall.

MATERIALS

Textbooks, pamphlets, note books, typewriters, exercise books

COURSE DESIGN

How designed -- by Manager and Teachers
New courses -- none
Courses dropped -- none
Courses requested -- none

WORK WITH VILLAGE INSTITUTIONS

None

PARTICIPANTS PREPARED TO

Take new employment as typists

FUNDING

Annual budget -- P5,000

Source of funds -- participant fees, donations from Dutch organisation

FUTURE PLANS

Start book-keeping course

GIRL GUIDES ASSOCIATION

MAILING ADDRESS
P.O. Box 231
Gaborone

LOCATION TELEPHONE
Lesedi Community Centre
Gaborone

The Girl Guides Association is a private organisation which offers courses which attempt to assist trainers in providing better leadership to young participants. This knowledge would hopefully also bring improvements to their daily living. The Girl Guides also participates in a variety of community service projects.

COURSES OFFERED

International Trainers' Course

Duration -- 10 days

Entry requirement -- chosen by Girl Guides in various countries

Fee -- paid by Girl Guides Ass. and various donor agencies

Guide Leaders' Training Course

Duration -- 5 days

Entry requirement -- must be Girl Guide leader

Fee -- none

Guiders' Training Course

Details -- same as above

FURTHER SERVICES

Assist in community service projects (e.g. litter pick-up campaign, fund-raising)

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1982-83

60 participants, all female, between ages of 24 and 50 years

How learn of programme -- invitations are sent to commissioners

How chosen -- district commissioners or country directors chose participants

Hindrance to attendance -- cost of transportation to course sessions

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
21	District Commissioners			21
1	Secretary		1	
1	Chief Commissioner			1
5	Trainers			5
6	Advisors			6
1	President			1
2	Vice-Presidents			2
	Local Association and Council Members			number varies

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Office	1	10	

MATERIALS

Pamphlets, chalk board, films, crayons, pens, pencils, stationary

COURSE DESIGN

How designed -- by training committee

New courses -- occasionally ask resource people (example health or community development) to speak at training courses

Courses dropped -- none

Courses requested -- teaching methods course requested by primary school teachers in Serowe

WORK WITH VILLAGE INSTITUTIONS

In each district, the Girl Guides has a Youth Council which forms committees with all village institutions

PARTICIPANTS PREPARED TO

Pass on their new knowledge to young girl guide participants, become better trainers and leaders, use new knowledge to improve their own daily living

FUNDING

Annual budget -- not known

Source of funds -- fund-raising, in the past have gotten grants from Botswana government

FUTURE PLANS

Would like to send their trainers and leaders to other countries to train, would like to do more service projects to help the needy in Botswana, would like to institute a system of testing trainers on their guide work and thereafter issue certificates

GIRL GUIDES YOUTH TRAINING CENTRE

MAILING ADDRESS
P.O. Box 231
Gaborone

LOCATION
Extension 10
Gaborone

TELEPHONE

The Girls Guides Youth Training Centre provides a course in homecraft and works in direct conjunction with Girl Guides Association.

COURSES OFFERED

Homecraft

Duration -- 2 years
Entry requirement -- Standard 7
Fee -- P50 per year

FINANCIAL ASSISTANCE

Not available

FURTHER SERVICES

None

ACCOMODATIONS

Not available

OTHER OFFICES

None

PARTICIPANTS

Enrolment -- Time period - 1983
36 total participants, all females, 14 to 23 years
How learn of programme -- advertisements, radio
How chosen -- self-selected
Hindrance to attendance -- none

SCHOLARSHIPS PER YEAR

None

GEOGRAPHIC COVERAGE

Entire country

ADMINISTRATION/SUPERVISION

<u>Number</u>	<u>Title</u>	<u>Full-time</u>	<u>Half-time</u>	<u>Volunteer</u>
1	Senior Instructor	1		
1	Instructor	1		

FACILITIES

<u>Type</u>	<u>Number</u>	<u>Capacity</u>	<u>When not in use</u>
Classrooms	2		night
Kitchen/Classroom	1		

MATERIALS

Textbooks, chalk board, films, note books, sewing machines, kitchen equipment, knitting and crochet equipment