



BOTSWANA BUREAU OF STANDARDS

Application Form

CE/TR/P02/F04

Issue No: 03

To: Botswana Bureau of Standards
Private Bag BO 48
Gaborone
Botswana

Fax No.: 3190051

COURSES RUN FROM 0830 TO1700 HOURS

Surname and Initials: Mr/Ms/Mrs _____

ID No.: _____

Course Name: _____

Dates of course: _____

Related courses you attended: _____

Lists initiatives undertaken by your organization in standardization and quality assurance:

Name of organization: _____

Number of employees: _____

Postal address: _____

Tel No.: (_____) _____

Fax No.: (_____) _____

Cell Phone No: _____

e-mail address: _____

Payment advice: When and how? _____

Fax confirmation of payment if applicable

Account to be sent to: _____

Contact person & Tel No: _____

Full course fees are payable in advance at least five (5) working days before course commencement.

Attendance is only permitted on receipt of full payment

Please indicate your food preference:
(Vegetarian, Halaal or food allergies) _____

AUTHORIZATION SIGNATURE

DATE

NAME

DESIGNATION



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Training Services – general information

BOBS was set up by the Botswana government mainly for the promotion of the use of standards and the implementation of quality aspects in the workplace. An important element of this mandate is the provision of training to organizations across all sectors of the economy as well as consumers. **BOBS is registered and accredited by the Botswana Training Authority (BOTA) as a Training Institution under the Vocational Training Act No 22 of 1998.**

BOBS training efforts have been gaining ground as more organizations appreciate the benefits of implementing standards, especially the competitive advantage they stand to gain in the market place, where demand for quality is on the increase. BOBS training portfolio includes courses on the BOS ISO 9001:2000, ISO 14001:2004 and the ISO/IEC 17025:2005 standards. BOBS caters for **in-house training** when requested by organizations.

Application and contact details

Application forms and other course related information can be accessed through the **BOBS website**, under **Training Services** or requested from the Training Unit. Applications can be faxed to 3910597 , 3903120, or posted to Private Bag BO 48 Gaborone. **Applications should reach BOBS at least 10 working days before the course commencement date. There will be a penalty for late applications (See Course fees). Applications received later than 5 working days before course commencement date will not be entertained.** If the number of applications received for a course is not enough to compose a full class, BOBS will be compelled to cancel such a course on the basis of cost effectiveness. Applicants should confirm that the course they applied for will be conducted when the course commencement date approaches.

Course fees

Applicants who submit their applications late will be charged an additional 10% of the tuition fees. Payments should be made at least 5 working days before course commencement. Meals and refreshments will be provided at no additional cost to the participants. Cheques should be made payable to: **Botswana Bureau of Standards.**

Training Venues

The venue for most courses is the BOBS' Headquarters, Main Airport Road, Plot No. 55745, Block 8, Gaborone. A few courses will be conducted in Francistown (FT).

Contacts

Training Unit: Telephone - 3903200