



BOTSWANA BUREAU OF STANDARDS

Application Form

CE/TR/P02/F04

Issue No: 08

To: Botswana Bureau of Standards Email: TrainingServices@bobstandards.bw
Private Bag BO 48
Fax No.: 3903120
Gaborone
Botswana

COURSES RUN FROM 0830 TO 1700 HOURS

Full Names & Surname: Mr/Ms/Mrs _____

ID No.: _____

Highest Academic Qualifications Achieved: _____

BOBS course you are applying for: _____

Dates of BOBS course: _____

Related courses you attended: _____

Lists initiatives undertaken by your organization in standardization and quality assurance (Not applicable to self sponsored applicants):

Name of organization (for sponsored applicants): _____

Number of employees (for sponsored applicants): _____

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 ten (10) working days before course commencement. Attendance is only permitted on receipt of full payment or submission of purchase order.

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

Please state any disability so we can take better care of you: _____

AUTHORIZATION SIGNATURE

DATE



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NAME

DESIGNATION

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 9001:2008, 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 15 working days before the course commencement date. Applicants must pay or submit purchase orders at least 10 working days before course commencement date.** If the number of applicants who have paid for a course has not reached the minimum number required for a class, BOBS will cancel such a course. **Applicants who have paid or submitted purchase orders should confirm that the course they applied for will be conducted when the course commencement date approaches.**

Course fees

Applicants must pay or submit purchase orders at least 10 working days before course commencement date. 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, 3645609,