

Statutory Instrument No. 106 of 1987

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT
(Act 34 of 1983)

**APPRENTICESHIP AND INDUSTRIAL TRAINING
REGULATIONS, 1987**
(Published on 25th September, 1987)

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IN EXERCISE of the powers conferred on the Minister of Labour and Home Affairs by section 57 of the Apprenticeship and Industrial Training Act, 1983, the following Regulations are hereby made.

PART I Apprenticeship and Industrial Training

Citation	1. These Regulations may be cited as the Apprenticeship and Industrial Training Regulations, 1987.
Designated and Apprenticiable Trades	2. The trades listed in Schedule 1 hereto shall be designated and apprenticeable trades as indicated in the said Schedule, for the purposes of the Apprenticeship and Industrial Training Act, 1983.
Duration of apprenticeship	3. An apprenticeship shall, unless the apprentice fails to meet the required standards, be for a period of four years: Provided that the Board may vary the period for particular trades from time to time.
Training standards	4. Training Standards shall be laid down by the Board, on the advice of the Trade Advisory Committee for the apprenticeable trades and may be varied from time to time.
Margins for successful completion of apprenticeship	5. (1) An apprentice may be permitted to immediately re-sit a maximum of two academic subjects and a failure to pass those subjects a second time would be sufficient reason for requiring him to repeat the whole of that academic year. (2) An apprentice who is unsuccessful in more than two academic subjects shall be required to repeat the whole academic year, and, if he should again be unsuccessful, his contract of apprenticeship may thereafter be terminated. (3) An apprentice may repeat a part or all of his academic year twice during the entirety of his apprenticeship, and, if he should have to repeat any part or all of an academic year more than twice, his contract of apprenticeship may be terminated. (4) An apprentice who is unsuccessful at his practical assessment test once shall be permitted to sit the test a second time 6 months later; if he is again unsuccessful at the test, his contract of apprenticeship may be terminated.
Salary increments — when due	6. (1) An apprentice is entitled to receive an annual increment upon successful completion of the industrial or institutional annual assessment test. (2) Where the apprentice fails to complete his annual examination at the end of an academic year but does so at a later date, he shall be entitled to receive his increment at such later date. (3) The employer shall inform the Director of his reasons for withholding an increment and shall, if so ordered by the Director, pay the increments if his reasons are held insufficient. (4) The Director shall examine the reasons for the withholding of an increment and shall, if he is satisfied that the reasons are inadequate,

order the employer concerned to pay the increment from the date set out in the order.

7. An apprentice shall not be entitled to be paid any salary for any period during which he is absent from his place of institutional or industrial training during working hours, unless —

Absence from place of work

- (a) he has been granted permission by his employer to absent himself; or
- (b) he is incapacitated by illness or injury and subsequently produces a certificate from a qualified medical practitioner to prove that he was so incapacitated.

8. Persons who have successfully completed the first or second assessment test or trade test "B" or "C" may be employed as apprentices for a corresponding reduced period of apprenticeship.

Reduced contractual periods

9. A contract of apprenticeship shall be in the form set out in Schedule 2 hereto.

Form of contract of apprenticeship

10. The forms set out in Schedule 3 shall be the forms to be used for the following purposes —

Forms

- (a) Form 1 — Application to Employ Apprentices;
- (b) Form 2 — Application to Provide an Industrial Training Program;
- (c) Form 3 — Director's Grant of Permission to Employ Apprentices;
- (d) Form 4 — Medical Certificate;
- (e) Form 5 — Notice of Termination of Apprenticeship;
- (f) Form 6 — Notice of Transfer of Contract of Apprenticeship;
- (g) Form 7 — Notice of Termination of Contract after Probation;
- (h) Form 8 — Notice of Termination by Mutual Agreement;
- (i) Form 9 — Notice of Extention of Contract;
- (j) Form 10 — Notice of Suspension of Contract of Apprenticeship;
- (k) Form 11 — Notice of Reduction of Period of Apprenticeship;
- (l) Form 12 — Notice of Completion of Apprenticeship or Training;
- (m) Form 13 — National Craft Certificate;
- (n) Form 14 — Certificate of Completion of part of Contract Apprenticeship;
- (o) Form 15 — Certificate of Completion of Part of Industrial Training Programme;
- (p) Form 16 — Certificate of Appointment of Industrial Training Officer;
- (q) Form 17 — Certificate of Appointment of Trade Testing Officer

PART II *Trade Tests*

Trade test standards to be established

11. National Trade Test Standards for the designated trades specified in Schedule 1 of these Regulations shall be established to ascertain whether the applicant, after a prescribed period of employment and/or training in the trade, has acquired the necessary range of skills and related knowledge to enable him to perform work of the quality and standard required by industry. The National Trade Test Standards shall be in the form and subject to the conditions prescribed by the National Advisory Board for Apprenticeship and Industrial Training.

Application for trade tests

12. An application to take a trade test shall be made by the applicant in Form 1 of Schedule 4 of these Regulations. Applications shall be accepted without the written approval of the Director if —

- (a) in the case of an applicant for a Grade “C” trade test, he has completed at least three years employment and or training in the trade and has satisfactorily completed the approved skill improvement course at this level or another approved course conducted in industry or in a training institution, or has satisfactorily completed at least two years industrial training and/or institutional training approved by the Director;
- (b) in the case of an applicant for a Grade “B” trade test, after passing Grade “C” he has completed 2 years employment and/or institutional training which may include upgrading skills training in industry or in an institution;
- (c) in the case of an applicant for the final test leading to the National Craft Certificate, after passing Grade “B” he has completed 3 years employment including approved institutional training and any necessary upgrading skills training.

Course to improve skills

13. A certificate shall be issued to the applicant on the successful completion of the approved course or courses for the improvement of skills at each particular level of trade test by the institution approved.

Exemption from part of tests

14. Applicants who have considerable experience in a trade and who have satisfactorily completed an approved course of industrial training may, with the permission of the Director take a trade test other than “C” in that trade.

Photographs

15. An applicant shall provide, along with his application form, two recent passport size photographs of himself, one of which shall in due course be affixed to his trade test certificate and the other shall be retained for record purposes.

Employer's certificate

16. An applicant wishing to take a trade test shall submit, in Form 2 of Schedule 4, written evidence from his employer or employers showing the period during which he was employed in the trade and evidence of any periods of approved institutional training.

Tools of trade

17. An applicant undergoing a trade test shall provide his own trade hand tools.

Trade tests

18. (1) A trade test shall consist of a theoretical and a practical test.
(2) The theoretical test shall be a written test and conducted in English, but an applicant taking a trade test at Grade “C” level, who cannot write English shall have the option of answering questions orally in Setswana.

(3) If an applicant fails to obtain a pass in the theoretical test he shall not be permitted to take the subsequent practical test.

(4) In the practical test an applicant shall be expected to complete a test piece or job or a series of test pieces or jobs in a given time.

19. In all grades the minimum pass mark for the theoretical and practical test shall be 50% in each test. Pass mark

20. An applicant shall be required to pass both the theoretical and the practical test. An applicant, who passes the theoretical test but fails the practical test, may be permitted to re-sit the practical test without repeating the theoretical test. All parts to be passed

21. Persons who have not entered into a contract of apprenticeship may work towards and be tested for the first or second assessment tests by following a full time approved course of training at an approved training institution. Training courses

22. An applicant who has successfully completed the second assessment test may apply for the final test leading to the "National Craft Certificate" if he has completed 3 years practical experience in the trade and has successfully completed the necessary institutional training. Experience requirement for final test

23. If an applicant fails in any of the trade tests he shall not be eligible to repeat the test for six months thereafter. If an applicant fails a second or further time he shall not be eligible to re-sit the test for twelve months after each such failure. Repeat of tests

24. An applicant shall be informed in writing of his results as soon as possible, but not later than 60 days, after the date of the trade test. Results of tests

25. An applicant shall be awarded a trade test certificate in Form 3 of Schedule 4 not later than 30 days after the declaration of the result. Award of certificate

PART III *Register of Certificates*

26. The Director shall cause a register or registers to be kept in the appropriate form of trade test certificates issued by him. Register of certificates

27. If a trade test certificate is lost, damaged or destroyed, the Director may issue a duplicate certificate marked "duplicate" against a fee prescribed by the Board and upon production of passport size photographs of the applicant. Replacement of lost, damaged or destroyed certificates

28. An applicant who has the necessary skills and meets the requirements under regulation 5 may apply for trade tests in more than one trade. Apprentice may sit more than one trade test

29. The Director may designate qualified and experienced persons to act as part-time Trade Testing Officers to carry out trade tests in a particular specialised trade or where the number of applicants in a particular trade or trades would not warrant the employment of a full time Trade Testing Officer. Part-time Testing Officers

30. Any person who — Offences

(a) makes use of a trade certificate to which he is not entitled under these Regulations;

(b) being entitled to a trade test certificate under these Regulations parts with possession of it to a person not so entitled for use by that person as his own trade test certificate;

(c) alters or defaces a trade test certificate issued under these regulations, or makes any model, likeness or facsimile of such certificate with intent to deceive or defraud,

shall be guilty of an offence and be liable to the penalties prescribed under section 56 of the Act.

Fees

31. The Board may at its discretion prescribe fees for trade tests.

SCHEDULE 1

DESIGNATED AND APPRENTICEABLE TRADES

GROUP 1 01 *Automotive Trades*

01/10	Auto-mechanic	(Apprenticeable)
01/20	Auto-Electrician	(Apprenticeable)
01/30	Panel Beater Spray Painter	(Apprenticeable)
01/40	Driver	

GROUP 2 02 *Building and Construction Trade*

02/10	Bricklayer and Plasterer	(Apprenticeable)
02/20	Plumber Pipe Fitter	(Apprenticeable)
02/30	Painter and Decorator	(Apprenticeable)
02/40	Sign Writer	
02/50	Carpenter Joiner	(Apprenticeable)
02/60	Cabinet Maker	
02/70	Upholsterer	

GROUP 3 03 *Electrical Trades*

03/10	Installation Appliance Electricians	(Apprenticeable)
03/20	Maintenance Industrial Electricians	(Apprenticeable)
04/30	Refrigeration and Air Conditioning Mechanic	(Apprenticeable)

GROUP 4 04 *Metal Trades*

04/10	Fitter Machinist	(Apprenticeable)
04/20	Welder and Fabricator	(Apprenticeable)
04/30	Sheet Metal Worker	

GROUP 5 05 *Heavy Plant Trades*

05/10	Borehole Mechanic	(Apprenticeable)
05/20	Heavy Plant Mechanic	(Apprenticeable)
05/30	Plant Operator	

GROUP 6 06 *Hotel Catering Trades*

06/10	General Cook	
06/20	General Waiter	
06/30	Bartender	

SCHEDULE 2

CONTRACT OF APPRENTICESHIP

THE EMPLOYER:

Name:

Registered:
Office Address: Tel No.

.....

.....

Contact Address: Tel No.

.....

.....

THE APPRENTICE:

Name:

Address:

.....

.....

.....

Date of Birth: or other certified

approximate birth date years

The contracted Trade:

Duration of Apprenticeship:

The employer agrees:

1. To employ the apprentice for the purpose of providing a course of approved instruction in order that he may achieve the necessary proficiency in his trade to become a skilled worker within the scheduled period as defined by the National Trade Standards of the Apprenticeship and Industrial Training Act No. 34 of 1983.
2. To remunerate the apprentice at a rate not less than that fixed by the National Advisory Board for Apprenticeship and Industrial Training.
3. To ensure that the Apprentice is not employed on work unconnected with the trade for which he is being trained.

4. To set basic hours of work which are the same as those worked by the company's employees who have qualified in the trade.
5. Not to require the apprentice to work overtime if the apprentice is under the age of 18 years. Overtime for apprentices over the age of 18 years is permissible subject to the provisions of the Employment Act, provided this overtime does not interfere with the theoretical or practical training of the apprentice.
When overtime is worked it shall be paid pro-rata to the apprentice's salary at the rate prevailing for all employees in the company.
6. To pay the apprentice for time off due to illness or injury certified by a Medical Officer in accordance with the rules relating to such absence within the Company, provided that the apprentice shall be entitled to a minimum of full pay for the first 30 days and half pay for the next 30 days of such absence in any one year of his apprenticeship period.
7. To respect the right of the Apprentices to all the Public holidays observed in the Industry in which he is engaged.
8. To grant paid leave at the rate of days per annum subject to the leave rules of the company.
9. To provide the apprentice with sufficient tools, materials, and protective clothing necessary for proper training in the trade.
10. To provide the Director with an annual progress report on the apprentice.
11. To release the apprentice without loss of pay for Institutional Training either by day or block release.
12. To release the apprentice without loss of pay to take any examinations in relation to his training.
13. To bear all necessary cost incurred by the apprentice or the institute in connection with the Apprentice attending institute training/examinations associated with this apprenticeship agreement.
14. To phase industrial training relative to the physical development of the Apprentice.
15. To check and sign weekly the industrial training log book of the Apprentice and to report immediately any irregularities to the Director of Apprenticeship and Industrial Training.

The Apprentice Agrees:

1. To obey all reasonable instructions given to him by his employer or any other person designated as his supervisor/instructor.
2. To work conscientiously.
3. To take good care of all tools machinery and equipment entrusted to him and to take every step to avoid damage to machinery or waste of materials.
4. To keep confidential any professional information he may acquire concerning the affairs of the company.
5. To attend work at the times specified and not to absent himself without the permission of the employer and or the institute.
6. To refrain from engaging in any activity which shall or might interfere with his duties and/or his studies.
7. To attend all necessary classes or courses at any Institution approved by the Board and to diligently pursue his course at such Institutions and not to absent himself from his course studies without the permission of the Institution.
8. To reach the required standard in practical and theoretical knowledge of the trade necessary to pass the relevant tests and examinations failing which the

contract may be terminated or extended and the salary affected in accordance with the rules determined by the Director.

The employer and the apprentice jointly agree that:

1. The first six months of this contract shall be regarded as a period of probation during which either party may terminate the contract without giving cause after giving the other party at least 21 calendar days notice.
2. A training log-book as prescribed by the Director shall be maintained.
3. The contract may be transferred to another employer in certain circumstances in accordance with the Act and with the permission of the Director.
4. The contract may be terminated in certain circumstances after the period of probation as provided in the Act and with the approval of the Director.
5. The contract may be extended or reduced in certain circumstances as provided in the Act with the approval of the Director.
6. In case of pregnancy, the maternity leave shall be granted in accordance with the existing rules of the company.
7. If a dispute should arise between the Apprentice and the Employer, every effort should be made to settle the matter between the two parties. If a settlement cannot be reached either party may refer the matter to the Director.
8. They shall comply with any testing and certification procedures prescribed by the Director of Apprenticeship and Industrial Training for the contracted trade.

Both parties freely consent to accept this.

This day of 19.....

Signed by the apprentice

Signed by legal guardian or witness

Address

.....

.....

Signed by the employer

in the presence of

Address

.....

.....

REGISTRATION

This contract is hereby registered in terms of section 20 (2) of the Act.

Registration No:
(Director of Apprenticeship and Industrial
Training)
P.O. Box 10087,
GABORONE.

SCHEDULE 3

FORM I

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 OF 1983

APPLICATION TO CONTRACT APPRENTICES

(Separate application must be made for each apprenticeable trade)

1. Trade for which application is made
.....

2. Name of company

3. Address of Company
.....

Telephone No.

4. Nature of Business
.....

5. Total number of persons employed (full-time)

6. Number of persons employed in Trade for which application is made

7. Number of persons you wish to employ as apprentices immediately
.....
.....

8. Number of apprentices you wish to employ in subsequent years

19 19

9. Total number of persons you would have in employment as apprentices at any one time

10. Number of full time training officers employed in this trade

11. List full particulars of their names, qualifications and experience

12. Number of part time training officers employed in this trade

13. List full details of their names, qualifications and experience

14. Facilities available for training:—

- (a) Classroom
- (b) Workshops
- (c) Machinery and Equipment
- (d) Facilities at site

15. Where do you propose that the apprentices receive their theoretical training. Auto Trades Training School, Vocational Training Centres, Polytechnic, other. If other please specify:

.....
.....

16. Give details of any other Apprenticeship Training Programme presently being undertaken by your company.

.....
.....

I understand that should this application be successful, I will be bound by the provisions of the Apprenticeship and Industrial Training Act No. 34 of 1983 and its regulations.

.....
Designation

.....
Signature of applicant

Date
.....
Print Name

N.B: Please return to: Director of Apprenticeship and
Industrial Training,
P.O. Box 10087,
GABORONE.

SCHEDULE 3

FORM 2

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 of 1983

APPLICATION TO PROVIDE AN INDUSTRIAL TRAINING PROGRAMME

(Other than an Apprentice Training Programme)

The Director of Apprenticeship
and Industrial Training,
P.O. Box 10087,
GABORONE.

1. Designated Trade for which application is made

.....

2. Name of Company

3. Address of company

4. Nature of business

.....;

5. Number of persons employed

6. Number of persons presently employed in the designated trade

7. Maximum number of trainees you would employ at any one time

8. Proposed period of training

9. Number of full time training officers employed

.....

10. List full details of their names, qualifications, and experience

.....

-
11. Number of part time training officers employed
.....
12. List full details of their names, qualification and experience
.....
13. Facilities available for training:
- (a) Classroom
 - (b) Workshops
 - (c) Machinery and Equipment
 - (d) Facilities at site
14. Where do you propose to give trainees theoretical instruction?
.....
15. Give details of any other Industrial Training Programmes presently being
undertaken by your company
.....

.....
Signature of Applicant
.....
Name
Designation

N.B: A draft training programme must accompany this application.

SCHEDULE 3
FORM 3

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 OF 1983
PERMISSION TO CONTRACT APPRENTICES

Address: Tel No:
..... Ref No:
.....

Permission is hereby granted to

.....

(Name of Company) situated at

.....

(Address of Company) to employ apprentices in the trade of

..... (Name of Trade) subject

to the following conditions: —

(1) The maximum number of apprentices in employment at any one time in the stipulated trade will be:

.....

(2) Any change in the training personnel employed must be notified to the Director of Apprenticeship and Industrial Training.

(3) Any change in the permanent facilities available for training will be notified to the Director of Apprenticeship and Industrial Training.

(4) All apprentices must be employed under a registered contract of apprenticeship as provided for in these regulations.

(5) Any other conditions specified by the Director

Date

Signed:

Director of
Apprenticeship and
Industrial Training
P.O. Box 10087,
GABORONE.

SCHEDULE 3

FORM 4

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 OF 1983

MEDICAL CERTIFICATE

To:

(Name of Employer)

Address:
.....
.....
.....

Name of Apprentice:

Name of Company:
.....

Box Number Place Tel No.

1. I have examined the above person and state that he is

— physically and

— mentally fit

for employment as an apprentice in the trade o
of

.....

2. The apparent age of the person is years.

.....
Date

.....
Signature of Medical Officer

cc. Director of Apprenticeship
and Industrial Training
P.O. Box 10087
GABORONE.

Stamp

SCHEDULE 3

FORM 5

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 OF 1983

TERMINATION OF CONTRACT DURING PROBATION

Date

The Director,
Apprenticeship and Industrial Training
P.O. Box 10087
GABORONE.

Registration No. of Contract:

Apprentice:

Employer:

Date of commencement of Contract:

The above contract has been terminated by the apprentice/employer in accordance with Section 25 (3) of the Act during the probationary period. The period of notice given by the apprentice/employer was days with effect from (date).

Apprentice

Employer

Signature

Signature:

Name of Apprentice:

Name of Employer

.....

.....

SCHEDULE 3

FORM 6

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 OF 1983

TRANSFER OF CONTRACT

To: The Director
Apprenticeship and Industrial Training
P.O. Box 10087
GABORONE.

Registration No. of Contract

Apprentice

Trade

in accordance with the provisions of Section 26 (1) and (2) it is hereby agreed that the rights and obligations under this contract shall from the date of registration thereof be transferred.

From:

Present employer:

Address:

Type of business:

To:

New Employer:

Address:

Type of business:

Reference.: SCHEDULE 3, FORM 3

SIGNATURE OF AGREEING PARTIES

this day of 19

Present employer Witnessed by

New employer Witnessed by

Apprentice Witnessed by

(Guardian)

- * I hereby approve the transfer and confirm the registration.
- * I do not approve the transfer for the following reason

.....

Date

(Director of Apprenticeship and Industrial Training)

- * Delete whichever is not applicable

SCHEDULE 3

FORM 7

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 of 1983

TERMINATION OF CONTRACT

To: Director
Apprenticeship and Industrial Training
P.O. Box 10087
GABORONE.

Registration No. of Contract

Apprentice

Employer

Trade

In accordance with Section 30 of the Apprenticeship and Industrial Training Act, No. 34 of 1983, I the undersigned request the Director to terminate the above contract for the following reasons:

.....

.....

.....

(add special report if necessary)

Date
(Employer/Apprentice)

DECISIONS:

After investigation the following decisions have been made:

.....
.....

.....
(Date Director of Apprenticeship
and Industrial Training

cc. Employer
Apprentice

SCHEDULE

Form 8

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 OF 1987

TERMINATION OF CONTRACT BY MUTUAL UNDERSTANDING

To: Director
Apprenticeship and Industrial Training
P.O. Box 10087
GABORONE.

Registration No. of Contract

Apprentice

Employer

Trade

in accordance with section 30 of the Apprenticeship and Industrial Training Act,
No. 34 of 1983 both parties of the contract mentioned above agree that the Contract
should be terminated with effect from the date below:

SIGNATURE OF THE AGREEING PARTIES

this day of 19.....

Signature of apprentice Witnessed by

Signature of apprentice Witnessed by

CANCELLATION

The above mentioned contract has been cancelled in accordance with section 30 of the Act.

Date

Director of
Apprenticeship and Industrial
Training

cc. Employer
Apprentice

From:

SCHEDULE 3

FORM 9

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 of 1983

EXTENSION OF CONTRACT

To: The Director
Apprenticeship and Industrial Training
P.O. Box 10087
GABORONE.

Registration No. of Contract

Apprentice

Trade

In accordance with Section 30 of the Apprenticeship and Industrial Training Act, No. 34 of 1983 both parties to the Contract agree that the above contract should be extended due to the following reasons:

.....
.....
.....

The completion of the Contract now will be:

..... day of 19.....

Signature of employer Witnessed by

Signature of apprentice Witnessed by

APPROVAL/DISAPPROVAL

I hereby approve/disapprove the extension of the contract.

Date

Director of Apprenticeship and
Industrial Training.

cc. Employer
Apprentice

SCHEDULE 3

FORM 10

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 of 1983

SUSPENSION OF CONTRACT

To: The Director
Apprenticeship and Industrial Training
P.O. Box 10087
GABORONE.

Registration No. of Contract

Apprentice

Employer

Trade

In accordance with Section 31 (1) of the Apprenticeship and Industrial Training Act,
No. 34 of 1983 we suspend the above mentioned apprentice with immediate effect
with the intention of terminating his contract for the following reasons:

.....

.....

(add special report if necessary)

Date

(Employer)

.....
(Name)

.....
(Position in the company)

cc. Apprentice

SCHEDULE 3

FORM 11

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 of 1983

REDUCTION OF PERIOD OF CONTRACT

To: The Director
Apprenticeship and Industrial Training
P.O. Box 10087
GABORONE.

Registration No. of Contract

Apprentice

Trade

In accordance with Section 32 of the Apprenticeship and Industrial Training Act,
No. 34 of 1983 both parties agrees that the period of the above Contract shall be
reduced for the following reasons:

.....
.....
.....

The completion of the Contract now will be:

..... day of 19.....

Signature of employer Witnessed by

Signature of apprentice Witnessed by

APPROVAL/DISAPPROVAL

I hereby approve/disapprove the extension of the contract.

Date
Director of Apprenticeship and
Industrial Training.

cc. Employer
Apprentice

L2/7/269

**SCHEDULE 3
(Form 12)**

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 OF 1983

The Director
Apprenticeship and Industrial Training
P.O. Box 10087,
GABORONE.

NATIONAL CRAFT CERTIFICATE EXAMINATION

Registration No. of Contract
In accordance with the provisions of section 37 of the Apprenticeship and Industrial
Training Act, No. 24 of 1983 I hereby certify that the above mentioned contract with

.....
(Name of Apprentice)

will be completed on (date) and I accordingly
request that he be given the National Craft Certificate examination.

Date.....
(Signature of Employer)

.....
(Name)

.....
(Designation)

N.B: This notification must be received by the Director at least 6 months before the
contract completion date.

**SCHEDULE 3
(Form 13)**

Registration Number

Certificate No.

.....

**MINISTRY OF LABOUR AND HOME AFFAIRS
DEPARTMENT OF LABOUR AND SOCIAL SECURITY**

**NATIONAL CRAFT CERTIFICATE
Apprenticeship and Industrial Training Act
(No. 34 of 1983 Section 37)**

This is to certify that

.....

has completed apprenticeship training as

in and
(Firm) (Institution)

From:19 To:19

and has passed the

FINAL EXAMINATION

attaining the Standards prescribed by the National Advisory Board for
Apprenticeship and Industrial Training

in

TRADE PRACTICE AND THEORY

Signed this day of19.....

(Chairman)
NABAIT

*Director of Apprenticeship
and Industrial Training*

**SCHEDULE 3
Form 14**

Registration No.

Certificate No.

.....

**MINISTRY OF LABOUR AND HOME AFFAIRS
DEPARTMENT OF LABOUR AND SOCIAL SECURITY**

**Certificate of Service
Apprenticeship and Industrial Training Act
(No. 34 of 1983 Section 37)**

This is to certify that

.....
has been an apprentice in the Trade of

.....
in the firm of

.....
from 19..... to 19.....

**and has only completed part of the Apprenticeship contract due to his employer
ceasing to do business in Botswana. The details of training covered are recorded in
the Apprentice logbook.**

Signed this day of 19.....

*Director of Apprenticeship
and Industrial Training*

**SCHEDULE 3
Form 15**

Registration No.

Certificate No.

.....

**MINISTRY OF LABOUR AND HOME AFFAIRS
DEPARTMENT OF LABOUR AND SOCIAL SECURITY**

**Certificate of Service
Apprenticeship and Industrial Training Act
(No. 34 of 1983 Section 37)**

This is to certify that

.....
has been an Industrial Trainee in the Trade of

in the firm of

.....

from19..... to.....19.....

and has only completed the part of the training due to his employer ceasing to do business in Botswana. The details of training covered are recorded in the training logbook.

Signed this day of19.....

*Director of Apprenticeship
and Industrial Training*

**SCHEDULE 3
Form 16**

Apprenticeship and Industrial Training Act No. 34 of 1983

This is to Certify that

CERTIFICATE OF APPOINTMENT

.....
whose photograph appears below
holds the appointment of

the person named on this certificate is
hereby authorized to exercise the powers
of an Industrial Training Officer as set

.....

out in the section 11(2) and (3) of the

.....
in the Directorate of Apprenticeship &
Industrial Training under the
Department of Labour and Social
Security, Ministry of Labour and Home
Affairs

Apprenticeship and Industrial Training
Act No. 34 of 1983, and this certificate
shall serve as the authority required
of the said legislation

.....
(Date Stamp)

.....
Permanent Secretary

.....
(Signature of Holder)

*Headquarters,
Ministry of Labour and Home Affairs*

SCHEDULE 3
Form 17

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT NO. 34 of 1983

This is to Certify that

.....
whose photograph appears below holds
the appointment of
.....
.....
in the Directorate of Apprenticeship &
Industrial Training under the Depart-
ment of Labour and Social
Security, Ministry of Labour and Home
Affairs

CERTIFICATE OF APPOINTMENT

the person named on this certificate is
hereby authorized to exercise the powers
of a Trade Testing officer as set out in
the section 45(1) of the Apprenticeship
and Industrial Training Act No. 34 of
1983, and this certificate shall serve as
the authority required of the said
legislation

.....
(Date Stamp) Permanent Secretary

.....
(Signature of Holder)

Headquarters,
Ministry of Labour and Home Affairs

SCHEDULE 4
Form 1

APPRENTICESHIP AND INDUSTRIAL TRAINING ACT No. 34 of 1983

(DIRECTORATE OF APPRENTICESHIP AND INDUSTRIAL TRAINING)

APPLICATION FOR TRADE TEST (INDUSTRIAL TRAINEES)

(In accordance with Regulation 12 of the Apprenticeship and Industrial Training
Regulations)

1. Surname: First Name.....
2. Date of Birth Day Month Year.....
3. Postal Address:
.....
.....
4. Trade to be tested
5. Grade required

6. Have you been tested before? Yes/No

If yes, please give details: Tested for Grade Date.....

Passed/Failed

Theory: %

Practical: %

Certificate Number:

7. Who is your present employer/company:.....

Postal Address:

.....

.....

Contact Person:

I enclose evidence of years previous
 experience in the trade and successful completion of skills improvement course
 where applicable

.....

.....

Date

Your signature or thumb mark

(Thumb mark to be used only if illiterate)

FOR OFFICIAL USE ONLY

Application reference No.

Application received on:

Comp. Registration on:

Notified of trade test on:

To attend trade test on: at

.....

.....
Director of Apprenticeship
and Industrial Training

N.B: Submit in duplicate to:

The Director of Apprenticeship
and Industrial Training
P.O. Box 10087
GABORONE

SCHEDULE 4
Form 2

Apprenticeship and Industrial Training Act No. 34 of 1983

To:

The Director of Apprenticeship
and Industrial Training
P.O. Box 10087
GABORONE

EVIDENCE OF EMPLOYMENT OR TRAINING

This is to certify that

of (address)

.....
has been employed/receiving training at (Employer, Firm, Department or Training
Institution)

Address: Tel No.....

Reference Person:

as a (trade)

from to

.....
Date

1. To be completed by the employer

2. The applicant must submit additional forms if the period of employment shown in this form is less than that required for the trade test in question.

NOTES

1. Applications must be completed in typescript or clearly written in block letters.
2. Care must be taken to fill in all information required: Incomplete forms will not be accepted.
3. Only applicants who cannot write in English, will be permitted to take oral theoretical test at grade "C" level.
4. The applicant will be required to bring with him the necessary trade hand tools when taking the practical test.
5. Any applicant failing to report for a trade test after a call up notice may be required to re-apply.
6. Written proof of previous experience/employment in the trade must be submitted with the application on the attached form, the minimum number of years qualifying experience for each grade of test as follows:

Grade C3 years Industrial experience or 2 years Industrial Training in non-apprenticeable trade

Grade B 2 years Industrial experience and/or training following a Grade C test

Final test3 years industrial experience and/or training following a Grade B test

Grade B/final test to satisfy Rule 14, "mature applicant" in Chapter 2

Applications should either be sent by post or delivered by hand to:

The Director of Apprenticeship and Industrial Training,
P.O. Box 10087,
Gaborone.
BOTSWANA.