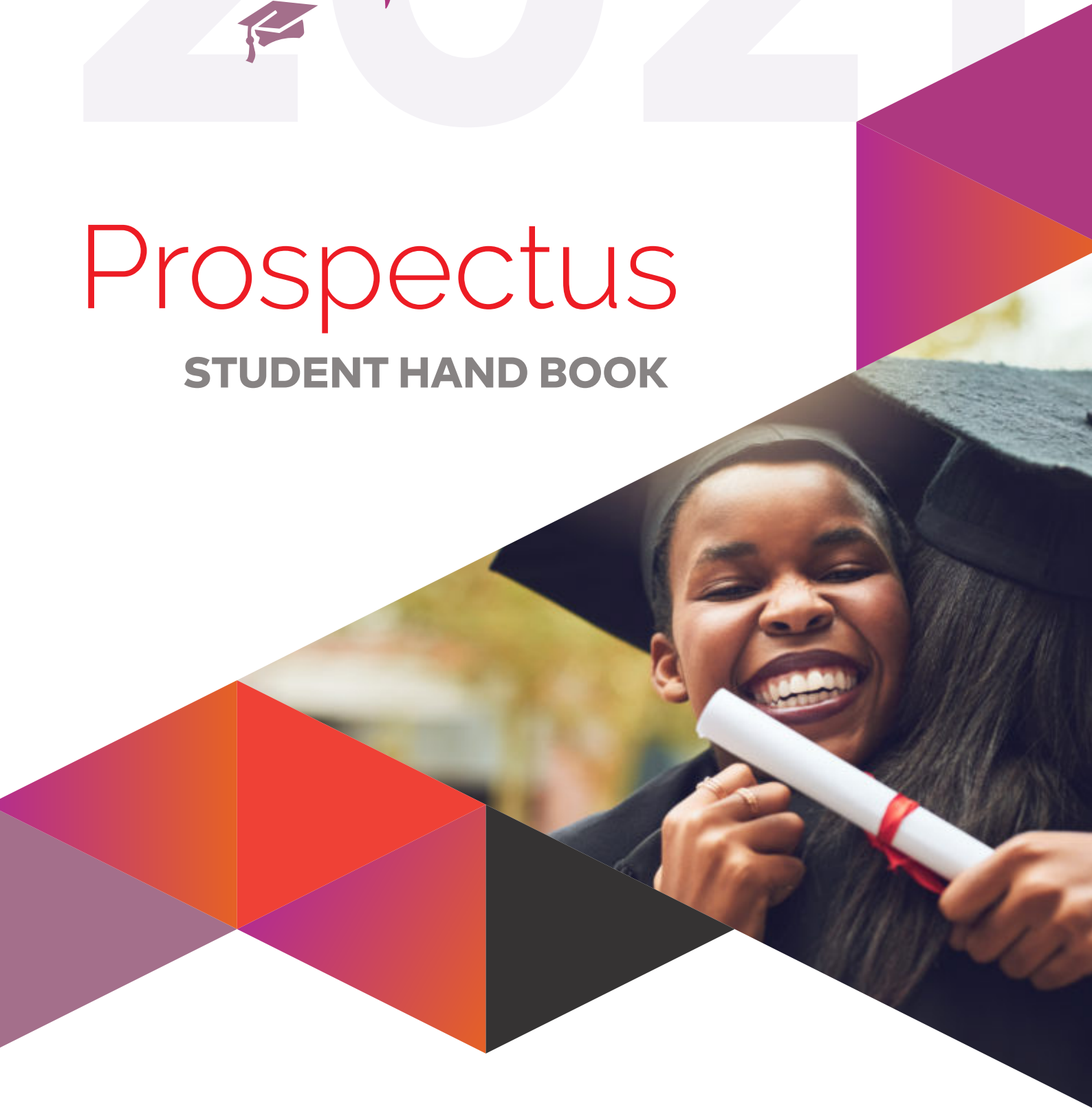# ElsiMate Institute
YOUR FUTURE BEGINS HERE

2021

Prospectus

STUDENT HAND BOOK

Tel: 3973370 / 3170911
Fax: 3973340 / 3915371
Mobile: +267 71261547

pcmd@elsimate.co.bw | www.elsimate.co.bw

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"
Your future
begins
here."

Introduction
TO THE INSTITUTE

ElsiMate Institute as it currently exists was born and established on the 22ndNovember 2002. The Institute is located at Gaborone, in Botswana. Our campus in Gaborone West Industrial at plot 14400 – along the new Lobatse road.

ElsiMate Institute is a T-VET institute registered and accredited by Botswana Qualification Authority (BQA) and based in Gaborone. The Education Training Provider (ETP) is registered with the Botswana Registrar of Companies under Companies Act CAP:42:01 as **ELSIMATE INSTITUTE (PROPRIETARY) LIMITED** for which is allocated Company Number: CO2018/1965.

Our institution is a 100% citizen owned legally-traded company registered and accredited with Botswana Qualification Authority (BQA) and other bodies in Botswana.

ElsiMate Institute is an Education Training Provider (ETP) that offers T-VET & Higher Education. This college has met the quality requirement as outlined by the Quality Assurance Standard 1 (QAS1 – TVET (2)). BQA through its regulations specifically identifies a framework for Governance and Accountability. This framework clearly requires ETPs to *"have access to sound guidance and direction of its long term affairs and that the members of the governing body have the right experience and competencies to govern an ETP"*. This is the foundation on which this governance policy is founded and ElsiMate Institute has met this requirement.

1.0 MISSION, VISION AND ORGANIZATION VALUES

Across the world, throughout history, great leaders have guided people successfully through challenging times. Addressing complex dilemmas is the challenge today's wisdom leaders' face. At ElsiMate we give you services and guide you how to achieve your dream in a more successful way.

1.0.1 ElsiMate Vision Statement
The ETP's vision is:

"To become an exemplary institution known for excellence in student learning and its comprehensive research, that contributes to the quality of life in Botswana and beyond".

1.0.2 ElsiMate Mission Statement

"To achieve and sustain excellence by enhancing the intellectual, social, cultural and economic areas of its teaching and research; by discovering, preserving and disseminating knowledge & skills development."

1.0.3 ElsiMate Scope and Functions

The scope of accreditation that ElsiMate Institute as an Education Training Provider (ETP) is currently approved for, in terms of fields and/or sub-fields, and/or domains and to what NCQF level is presented in table below.

FIELD NO.	FIELD OF LEARNING	NCQF LEVEL
Field 1	Agriculture & Nature Conservation	5, 6
Field 2	Business, Commerce & Management Studies	5, 6
Field 6	Health & Social Services	5, 6
Field 8	Information Communication Technology	5, 6
Field 9	Law & Security	5, 6

The learning programmes are TVET based fitting into the TVET sub framework of the NCQF, as vocational skills development courses for Corporate Houses competence. The design and delivery of the programmes is consistent with quality assurance requirements and support NCQF principles, fitting into specified levels of the NCQF. The programme is designed as a credits awarding type, in consideration of the majority of the target population who are likely to be Corporate and Communication graduates and some, just professionals who learnt the trade as they work.

The latter can also go through RPL for recognition of what they know and can do. The learning programme is well articulated with other qualifications within the Corporate and Communication subfields and domains.

THE PROGRAMMES WERE DEVELOPED FROM:

• Result, indicators and identified training needs and skills gaps, following a specific training assessment undertaken for their development, augmented and supported by HRD Sector Plans of the demand in the hospitality sector, that covers this area

- • Through benchmarking on registered unit standards and qualifications in other Frameworks
- • Generally based on target tailor made SETA and SAQA registered unit standards merged, adapted, adopted and or customised for the context of Botswana.

The learning programmes are developed in outcomes based format, starting with KSVAs that learners must achieve or the set outcomes, unit standards and key knowledge, skill and attributes identified relevant, with a centre of mass for its outcomes falling on level 4 BNVQF (and so level 6 and 7 of the NCQF); and in accordance with Corporate and Communications sector standards and employers requirements.

This scope is not exhaustive, as the ETP has identified there areas for training intervention, that are prioritized.

Teaching is the most important aspect of being a what we are, and certainly what we feel most called to.

1.0.4 MANAGEMENT OF ELSIMATE INSTITUTE

At ElsiMate as an Education Training Provider (ETP) we believe it will be a tremendous honor for us to receive a teaching excellence across the world. Being a T-VET institution is the best job we have ever had all. This is mainly because being a our mandate affords us the privilege and opportunity to teach and transform both individuals, corporates & economy of the this country. We have a passion for teaching. Of course, being a T-VET institution is more than being a teacher, or a college. Yet, for us, teaching is the most important aspect of being a what we are, and certainly what we feel most called to.

In the movie Chariots of Fire, Eric Liddell says that when he runs he "feels God's pleasure." In a similar way, when we teach we "feel God's pleasure." we feel pleasure as we experience the dynamic interaction between our students and ourselves, as we impart extremely useful knowledge to students, as we help students to understand and see the "light bulbs" turn on, and as we build relationships with our students.

Our teaching philosophy can be captured by "4 Cs" that we need to do:

1. Connect

We need to connect well with our students. The more connected we are to the students, the more active and engaged they will be. We connect with them through being personable and bringing great energy to the classroom. We need to be actively engaged before we can expect our students to be. Another way that we connect with our students is through caring for them. They need to know that we care not only for their educations, but also for their lives as a whole. Creating and developing interpersonal connections provides the right classroom atmosphere for learning.

2. Coach

We need to take on the role of being a good coach. We like sports and the metaphor of teaching as coaching has served my students and we well over the years. We make it clear to our students that we are on the same team because we share the objectives of learning the material well and enjoying the learning process.

When our students understand that we are on their side, this creates a positive environment and gives our students a greater chance to "win" – to learn. Furthermore, as their "coach," we try to help stretch or improve our students thinking ability through the way we teach them. Related to this, we try to ask questions and assign problems that force our students to apply the material they already know in new ways or combine two or more things they have learned at the same time. The greater their thinking ability, the higher likelihood of their ability to solve the new and complex problems that they will encounter in the business world.

3. Communicate

We need to effectively communicate the course material to our students. This involves us not only being an expert in the course material, but also communicating it as clearly as possible. All our fields are not easy for all people to understand, so we need to do our best to make it understandable to all of our students. Furthermore, we need to communicate the relevancy and impact of the course material to the real world. When the students can see how the information they are learning has made and can make a huge difference in improving companies and society at large, this helps the material come alive for them and motivates them to learn that much more.

4. Convey

We need to convey our passion for the subject matter. Passion is not taught, but caught. We cannot expect our students to be excited about the course unless we are REALLY excited about it. If we can convey our passion about the material to our students and they themselves become passionate about it, then this can create an electric environment for learning. Our being passionate about the material helps inspire our students to learn.

1.0.5 Organizational Structure

Board of Directors

Managing Director Principal

Exam & Moderation Committee

Curriculum Development Committee

Student Representative Committee

Internal Audit

Deputy Principal (Tech/Academic Services)

Deputy Principal (F & A)
(Registrar)

HOD

Head of CDC & Academic Affairs

HOD – QA and R&D

HOD – Procurement & Supplies

HOD – HR & Administration

HOD – Financial Services

Senior Lecturer

Academic Manager

QA Expert

R&D Manager

Procurement Manager

HR Manager

Accountant

Lecturer

Academic Officer

QA Secretariat

R&D Secretariat

Supplies Secretariat

HR Secretariat

Finance Secretariat

Assistant Lecturer

Customer Service (Academic Affairs)

Commnunication & PR Head

ICT Information Manger

PRO

Computer & IT Technician

WEB Technician

Records & Library Manager

Records Officer

Library Secretariat

2.0 ACCREDITATION OF THE INSTITUTE

2.0.1   SHORT COURSES: (TRAINING & DEVELOPMENT)

Field 2: **BUSINESS, COMMERCE & MANAGEMENT STUDIES**

Since its establishment in 2002, ElsiMate Institute has been offering different part ward qualifications in corporate training recognized by Botswana Training Authority. Early 2009 the institute has been given a go ahead by BQA to offer certificate level courses. BQA awards offered have encouraged the enrollment.

Training and development or "learning and development" as many refer to it now is one of the most important aspects to our lives and our work. In our culture, we highly value learning. Yet, despite our having attended many years of schooling, many of us have no idea how to carefully design an approach to training and development. ElsiMate Institute (soft skills & corporate training department), is a division which deals with issues of preparing people for performance both pre-service and in-service personnel.

The structure of our short courses in this field has been categorised as follows;

CONTINUOUS
PROFESSIONAL
DEVELOPMENT

SOFT
SKILLS

COACHING

TRAINING
& DEVELOPMENT
-SHORT COURSE
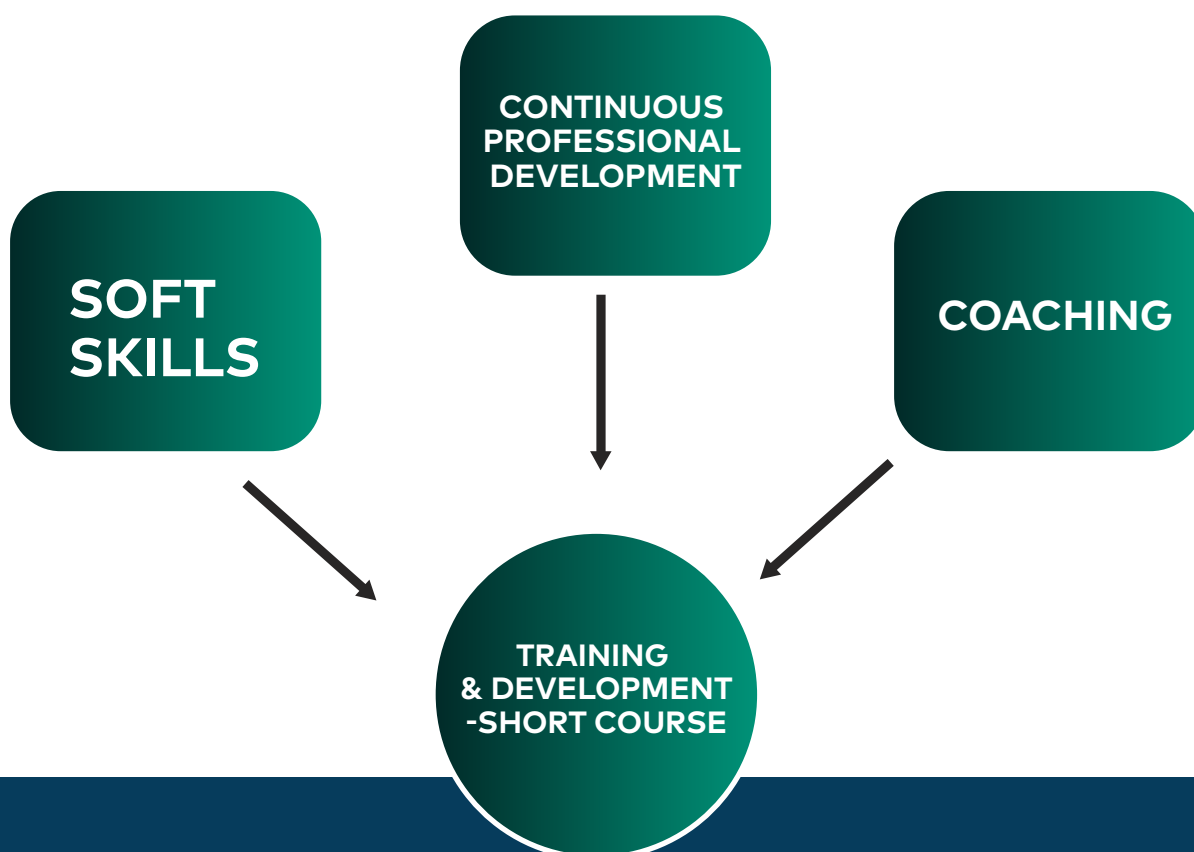
2.0.1 SOFT SKILLS

Soft skills are the traits that make you a good employee, such as etiquette, communication and listening, getting along with other people. Soft skills are personal attributes that influence how well you can work or interact with others. These skills make it easier to form relationships with people, create trust and dependability, and lead teams.

Soft skills, often called people skills or emotional intelligence, are defined as the ability to interact amicably with others. They are personal attributes that can affect relationships, communication, and interaction with others. At ElsiMate, they can include, or relate to, the following:

• Negotiating
• Customer service
• Networking
• Presentation
• Conflict resolution
• Communication effectiveness
• Teamwork
• Problem-solving
• Working under pressure
• Emotional intelligence

WHY ARE SOFT SKILLS IMPORTANT?

Soft skills are an essential part of finding, attracting, and retaining clients. Highly-developed presentation skills, networking abilities, and etiquette awareness can help you win new clients and gain more work from existing clients. Honing your abilities to resolve conflicts, solve problems, and provide excellent customer service can lead to stronger relationships with colleagues, vendors, and other professional contacts. Ultimately, strong soft skills can help you gain confidence—an invaluable trait in the business world.

On the other hand, a lack of soft skills can limit your potential, or even be the downfall of your business. By developing strong leadership, teamwork, and communication abilities, you can run projects more smoothly, deliver results that please everyone, and even positively influence your personal life by improving how you interact with others.

Do you need to improve Soft Skills?

Soft skills aren't generally "all or none." Many people are adequate or even exemplary with some skills yet struggle with others. For instance, you may have excellent communication and teamwork abilities but struggle with time management or crack under pressure. It's not uncommon to either underestimate their importance or overestimate your own proficiency. ElsiMate Institute.. your future begins here!

2.0.2 CONTINUOUS PROFESSIONAL DEVELOPMENT

CPD as it is commonly called at ElsiMate, stands for Continuing Professional Development. It refers to the process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work, beyond any initial training.

CPD ensures that you maintain and enhance the knowledge and skills you need to deliver a professional service to your customers, clients and the community. CPD ensures that you and your knowledge stay relevant and up to date. You are more aware of the changing trends and direction

ElsiMate offers a wide range of short course that are tailored made to meet the needs of our customers at any given point in time. We provide training and development in the follows disciplines;

• Management & leadership

• Finance & Accounting

• Real Estate & Property Management

• Project Management

• Business management

• Archives & Records Management

• Procurement & Logistics Management

• Transport & Fleet Management

For more information concerning these courses and course outlines please visit www.elsimate.co.bw. We have various short courses ranging from 1-5 days under every category.

2.0.3 COACHING

ElsiMate Coaching in Professional Development is the process where a "coach" interacts with a "coachee" in a very personalized manner to improve the coachee's performance in a particular skill or area. Our key to coaching is that it is focused on a particular skill or action-oriented outcome.

We also offer coaching in the form of employee counseling and development. This basic principle for execution of such services is based on personal development, mind-tools & emotional intelligence. We know that organizational culture and psychology is an aggregate of individual mind-sets within every space of a company. Our approach, in this category of service is structured as follows;

Coaching is training or development that helps someone achieve a goal and companies are realizing the importance of coaching. The benefits of coaching can improve the workforce of a company, improve employee morale, and help achieve organizational goals.

You most often associate coaching with a sports team. The workplace also needs coaches and coaching in order to be successful. Just like athletes need to be coached to reach their full potential, your employees in the workplace also need to be coached. Coaching is defined as training or development that helps a learner achieve a goal. For example, an athlete's goal may be to achieve running a six-minute mile. A coach would help the athlete to achieve that goal. In the workplace, an employee goal may be to improve his speaking skills. A coach would help this person achieve his or her goal of speaking better in public.

We structure our coaching sessions through the use of a number of models such as;

• GROW Coaching Model.
• Applying The GROW Model.
• GROW Coaching Questions.
• TGROW Coaching Model.
• OSKAR Coaching Model.
• CLEAR Coaching Model.
• Effective Coaching Approaches.
• Implicit Explicit Formal Informal Coaching.

Some companies only use coaching when someone is not performing up to the company's standard. Coaching should be used as a positive way to develop employees. There are many benefits coaching can have on a company. First, coaching can help to improve the workforce of a company. Some companies focus on hiring employees that have the right education, but may not have the real-life experience. Coaching can help to bridge the gap between education experience and work experience to get an employee acclimated with the company's expectations. Companies that focus on coaching these employees will reduce their turnover since the employee is not thrown into the workplace without coaching. Second, coaching can help with employee morale. A company that spends time coaching employees to help them improve will have employees that are more loyal and happier. Third, coaching helps to achieve organizational goals. The company can incorporate its overall goals with coaching in order to produce a team that matches the organizational goals.

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3.0 CERTIFICATE COURSES

1. Certificate In Accounting & Finance
2. Certificate In Business Management
3. Certificate In Human Resource Management
4. Certificate In Secretarial Studies
5. Certificate In Archives & Records Management
6. Certificate In Procurement & Logistics Management
7. Certificate In Transport & Fleet Management
8. Certificate In Management Development & Leadership
9. Certificate in Computer Studies
10. Certificate In Project Management
11. Certificate In Marketing & Public Relations
12. Certificate in Security Management
13. Certificate In Real Estate & Property Management
14. Certificate in Occupational Health & Safety
15. Certificate in Law

3.0.1 CERTIFICATE IN ACCOUNTING & FINANCE

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and or senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with basic concept to prepare books of account and simple financial statements under close supervision. Course will be run in total 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE STRUCTURE

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
FC00C	Financial Accounting	FA001	20
	Cost Accounting	FA002	20
	Principles Of Economics	FA003	10
	Principles of Management	FA005	10
	Organizational Behavior	FA006	10
	Commercial Environment	FA007	20
	Business Law	FA008	15
	Computer Application	FA004	20

THE CORE MODULE

The following are the core modules in this course and please note that all students under-taking a Basic & Intermediate Certificate shall do the core modules only;

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
FC00C	Financial Accounting	FA001	20
	Cost Accounting	FA002	20
	Commercial Environment	FA004	20
	Principles of Economics	FA004	20

3.0.2 CERTIFICATE IN BUSINESS MANAGEMENT

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with a basic concept of business management, commercial environment and entrepreneurship. Course will be run in total 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE STRUCTURE

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
BM00C	Introduction to Business Management	BM001	20
	Principles Of Economics	BM005	10
	Commercial Environment	BM002	20
	Business Law	BM006	10
	Cost Accounting	BM003	20
	Marketing Principles	BM007	10
	Introduction to HRM	BM008	10
	Computer Application	BM004	20

THE CORE MODULE

The following the core modules in this course and please note that all students undertaking an Basic & Intermediate Certificate shall do the core modules only;

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
BM00C	Introduction to Business Management	BM001	20
	Commercial Environment	BM002	20
	Cost Accounting	BM003	20
	Computer Application	BM004	20

2.0.3 CERTIFICATE IN HUMAN RESOURCE MANAGEMENT

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with a basic human resource concept, management principles and industrial relations principles. Course will be run in total 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE STRUCTURE

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
HRM00C	Introduction to Business Management	HRM001	20
	Health & Safety	HRM002	20
	Basic Industrial Relations & Employment Law	HRM003	20
	Business Law	HRM005	10
	Organizational Behavior	HRM006	10
	Human Relations	HRM007	10
	Principles of management	HRM005	10
	Computer Application	HRM004	20

THE CORE MODULE

The following the core modules in this course and please note that all students under-taking an Basic & Intermediate Certificate shall do the core modules only;

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
HRM00C	Introduction to Business Management	HRM001	20
	Health & Safety	HRM002	20
	Basic Industrial Relations & Employment Law	HRM003	20
	Computer Application	HRM004	20

3.0.4 CERTIFICATE IN SECRETARIAL STUDIES

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with a basic secretarial concept, communication, computing, office procedures principles and customer service. Course will be run in total 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE STRUCTURE

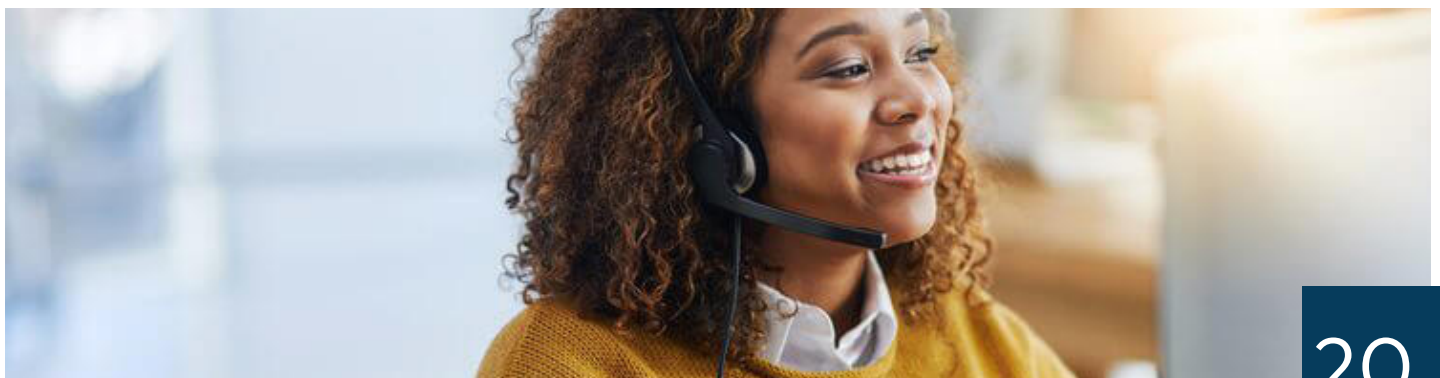| COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
SS00C	Secretarial Principles (Office Procedures)	SS001	20
	Short Hand	SS005	20
	Typing	SS006	20
	Business Communication	SS002	20
	Principles of Accounting	SS003	10
	Principles of Management	SS007	10
	Introduction Psychology	SS008	10
	Computer Application	SS004	10

THE CORE MODULE

The following the core modules in this course and please note that all students undertaking an Basic & Intermediate Certificate shall do the core modules only;

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
SS00C	Secretarial Principles (Office Procedures)	SS001	20
	Business Communication	SS002	20
	Short Hand	SS003	20
	Typing	SS004	20

3.0.5 CERTIFICATE IN ARCHIVES & RECORDS MANAGEMENT

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with basic concepts of archives and records management. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE STRUCTURE

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
ARM00C	Introduction to Records Management	ARM001	20
	Records Administration	ARM002	20
	Principles of Management	ARM005	10
	Preservation & Conservation	ARM003	20
	Managing Electronic Records	ARM006	20
	Basic Library & Information Management	ARM007	10
	Organizational Behavior	ARM008	10
	Computer Application	ARM004	10

THE CORE MODULE

The following the core modules in this course and please note that all students undertaking an Intermediate Certificate shall do the core modules only;

STRUCTURE OF THE CORE MODULES

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
ARM00C	Introduction to Records Management	ARM001	20
	Records Administration	ARM002	20
	Preservation & Conservation	ARM003	20
	Computer Application	ARM004	20

3.0.6 CERTIFICATE IN PROCUREMENT & LOGISTICS MANAGEMENT

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with basic concepts of procurement, supply chain and logistics management. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE STRUCTURE

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
PL00C	Elementary Procurement & Logistic Management	PL001	20
	Supply Chain Management	PL002	20
	Business Law	PL005	10
	Introduction to Business Management	PL006	20
	Principles Of Economics	PL007	10
	Cost Accounting	PL003	10
	Basic Bargaining& Negotiation Principles	PL008	20
	Computer Application	PL004	10

THE CORE MODULE

The following the core modules in this course and please note that all students undertaking an Intermediate Certificate shall do the core modules only;

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
PL00C	Elementary Procurement & Logistic Management	PL001	20
	Supply Chain Management	PL002	20
	Cost Accounting	PL003	20
	Basic Bargaining& Negotiation Principles	PL008	20

3.0.7 CERTIFICATE IN TRANSPORT & FLEET MANAGEMENT

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with basic concepts of transport procurement logistics, supply chain and transport management. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

STRUCTURE OF THE COURSE

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
TF00C	Elementary Transport & Fleet Management	TF001	20
	Supply Chain Management	TF002	20
	General Chain Management	TF005	10
	Business Law	TF006	10
	Basic Bargaining& Negotiation Principles	TF007	10
	Fleet Management Systems	TF003	20
	Elementary Procurement & Logistic Management	TF008	10
	Computer Application	TF004	20

THE CORE MODULE

The following the core modules in this course and please note that all students undertaking an Intermediate Certificate shall do the core modules only;

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
TF00C	Elementary Transport & Fleet Management	TF001	20
	Supply Chain Management	TF002	20
	Fleet Management Systems	TF003	20
	Elementary Procurement & Logistic Management	TF008	10
	Computer Application	TF004	20

STRUCTURE OF THE COURSE

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
RPM00C	Fundamentals of Property & Facilities Management	RPM001	20
	Introduction to Procurement & Logistics Management	RPM002	20
	Fundamentals of Construction Management	RPM003	20
	Project Management Theory & Practice		10
	Principles of Management		10
	Business Law	RPM004	10
	Risk Management	RPM005	20
	Computer Applications	RPM006	10

THE CORE MODULE

The following the core modules in this course and please note that all students undertaking an Intermediate Certificate shall do the core modules only;

COURSE CODE	SUBJECT	SUBJECT CODE	CREDIT
RPM00C	Fundamentals of Property & Facilities Management	RPM001	20
	Introduction to Procurement & Logistics Management	RPM002	20
	Fundamentals of Construction Management	RPM003	20
	Risk Management	RPM005	20

3.0.8 CERTIFICATE IN MANAGEMENT DEV. & LEADERSHIP

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English. The course is tailored to provide students with basic concepts & principles of Management & Leadership. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE STRUCTURE

COURSE CODE	SUBJECT	Subject Code	Credit
MDL00C	Principles of Management	MDL001	20
	Fundamentals of Finance	MDL005	10
	Cost Accounting	MDL006	10
	Basic Negotiation	MDL007	10
	Organizational Behavior	MDL008	10
	Introduction to HRM	MDL002	20
	Computer Application	MDL003	20
	Human Relations In Business	MDL004	20

THE CORE MODULE

The following the core modules in this course and please note that all students undertaking an Intermediate Certificate shall do the core modules only;

STRUCTURE OF THE COURSE

COURSE CODE	SUBJECT	Subject Code	Credit
MDL00C	Principles of Management	MDL001	20
	Introduction to HRM	MDL002	20
	Computer Application	MDL003	20
	Human Relations In Business	MDL004	20

3.0.9 CERTIFICATE IN COMPUTER STUDIES

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with basic concepts of operating a computer system and general elementary information technology principles. Course will be run in total 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE CODE	SUBJECT	Subject Code	Credit
CS00C	Computer Hardware & Software Fundamentals	CS001 20	20
	Introduction to programming	CS002 20	20
	Network & Internet	CS003 20	20
	Computer Applications	CS004 20	20
	Arithmetic	CS005 10	20
	Managing Electronic Records	CS006 10	20
	Business Communication	CS007 10	10
	Entrepreneurship	CS008 10	10
			10

3.0.10 CERTIFICATE IN PROJECT MANAGEMENT

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English and Mathematics. The course is tailored to provide students with basic concepts& principles of project management. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE CODE	SUBJECT	Subject Code	Credit
PM00C	Project Management Foundation	PM001	20
	Project Risk Management	PM002	20
	Cost Accounting	PM003	20
	Bargaining & Negotiation	PM005	10
	Principles of Management	PM006	10
	Introduction Procurement & Logistics Management	PM007	10
	Business Law	PM008	10
	Computer Application	PM004	20

3.0.11 CERTIFICATE IN MARKETING & PUBLIC RELATIONS

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English. The course is tailored to provide students with basic concepts& principles of MARKETING & PUBLIC RELATIONS. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE CODE	SUBJECT	Subject Code	Credit
MPR00C	Principles of Marketing	MPR001	20
	Bargaining & Negotiations	MPR002	10
	Principle of Public Relations	MPR003	20
	Basic Communication		20
	Principles of Management		10
	Basic Media Relations	MPR004	10
	Introduction to Psychology	MPR005	10
	Computer Applications	MPR006	20

3.0.12 CERTIFICATE IN SECURITY MANAGEMENT

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English. The course is tailored to provide students with basic concepts& principles of MARKETING & PUBLIC RELATIONS. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE CODE	SUBJECT	Subject Code	Credit
SM00C	Elementary Security Management	SM001	20
	Principles of Management	SM002	20
	Principle of Public Relations	SM003	10
	Introduction to Psychology		20
	Organizational Behavior		10
	Basic Communication	SM004	10
	Introduction To HRM	SM005	10
	Computer Applications	SM006	20

3.0.13 CERTIFICATE IN REAL ESTATE & PROPERTY MANAGEMENT

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English. The course is tailored to provide students with basic concepts& principles of MARKETING & PUBLIC RELATIONS. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE CODE	SUBJECT	Subject Code	Credit
RPM00C	Fundamentals of Property & Facilities Management	RPM001	20
	Introduction to Procurement & Logistics Management	RPM002	10
	Fundamentals of Construction Management	RPM003	20
	Project Management Theory & Practice		20
	Principles of Management		10
	Business Law	RPM004	10
	Risk Management	RPM005	10
	Computer Applications	RPM006	20

3.0.14 CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English. The course is tailored to provide students with basic concepts& principles of MARKETING & PUBLIC RELATIONS. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE CODE	SUBJECT	Subject Code	Credit
OHS00C	Elementary OHS	OHS001	20
	Risk Management	OHS002	10
	First Aid & Basic Fire Management	OHS003	20
	Principles of Event Investigation		10
	Principles of Management		10
	Environmental Health & Safety	OHS004	10
	Introduction To Psychology	OHS005	20
	Computer Applications	OHS006	20

3.0.15 CERTIFICATE IN LAW

Admission to the programme will be open to candidates, who have successfully completed a Certificate of Secondary Education. This may be either junior secondary and senior secondary school with a pass in English. The course is tailored to provide students with basic concepts& principles of MARKETING & PUBLIC RELATIONS. Course will be run in total of 120 credit hours. Upon the course completion, graduates will be competent in applying skills and knowledge at routine level.

COURSE CODE	SUBJECT	Subject Code	Credit
L00C	Introduction To Governance	L001	20
	Principles Of Criminal Law	L002	20
	Business Law	L003	20
	Business Communication		10
	Principles of Management		10
	Introduction To Constitutional Law	L004	10
	Business Industrial & Employment Law	L005	10
	Computer Applications	L006	20

4.0 ELSIMATE INSTITUTE SCHEDULE OF FEES

PRICE SUBSIDY SCHEME

FULL TIME
Registration fees	BWP200
Card fees	BWP100
Semester deposit	BWP2500
Montlhy installment	BWP600
TOTAL FEES	**BWP 12,100**

PART TIME
Registration fees	BWP200
Card fees	BWP100
Semester deposit	BWP2500
Montlhy installment	BWP500
TOTAL FEES	**BWP11,300**

DISTANCE
Registration fees	BWP200
Card fees	BWP100
Semester deposit	BWP2500
Montlhy installment	BWP400
TOTAL FEES	**BWP 10,500**

NORMAL FEES

FULL TIME
Registration fees	BWP250
Card fees	BWP200
Semester deposit	BWP8500
montlhy installment	N/A
TOTAL FEES	**BWP17,450.00**

PART TIME
Registration fees	BWP250
Card fees	BWP200
Semester deposit	BWP6375
Montlhy installment	N/A
TOTAL FEES	**BWP15,200**

DISTANCE
Registration fees	BWP250
Card fees	BWP200
Semester deposit	BWP6,375.00
montlhy installment	N/A
TOTAL FEES	**BWP 15,200**

ElsiMate Institute

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5.0 GENERAL EXAMINATION & ASSESSMENTS REGULATIONS

5.0.1 AREAS OF APPLICATION

These regulations apply to all candidates who have intended to sit for an examination at ElsiMate Institute.

5.0.2 DEFINITIONS (INTERPRETATION)

Board of Examiners, means member of the internal examiners' meeting.

Candidates, for the purpose of these regulations means both students admitted in ElsiMate Institute at the time and those who are intended to be admitted and are subjected to ElsiMate Institute admission interview.

Cheating means 'Using unfair means' includes, for example, using unauthorized aids, copying from and communicating with other candidates.

Certificate means an official document, which is awarded to student as evidence that, a student has passed all examinations or attended a specified course.

Disqualified means to be nullified as ElsiMate Institute student in other words being stopped from continuing with course of study at ElsiMate Institute.

5.0.3 EXAMINATION

a) Examination covers all forms of formal evaluation that have to be included or be part of the certificate of completion or grade report.

b) Final exams are the end of semester exams.

c) Partial or midterm exam is evaluations which take place during the middle of the semester and, calculated into the final grade in the course.

d) Mark-up test is an examination for those students who were, sick or had other valid documents for being absence and they did not receive midterm grades.

e) Special exam is an examination for those students who were, sick or had other valid documents for being absence and they did not receive a final grade in that semester.

f) Formal evaluation is the mode, manner or means of assessing the status and ability of a candidate in the daily

g) academic progress, includes test, quiz, exercise, exams, research, project etc., either be made oral or in writing

h) Plagiarism means an act of engaging in unauthorized copying or republication of the work of others

i) Semester is either of the two divisions of the academic year

j) Student is a person who has been admitted to the institute to study Certificate courses, Ordinary Diploma, Bachelor Degree or any certified course

5.0.4 CONDUCT OF EXAMINATION

a) All examinations shall take place at the Institute. By no circumstances should examination be authorized to be held outside the campus.

b) All examinations shall take place at the time and venue published by the management committee.

c) The Institute academic calendar shall be provided at the beginning of each semester, this calendar will show all the institutes' academic activities including dates for midterm test and final examination.

d) Invigilators shall ensure that examinations are conducted in accordance with these regulations.

e) Students in attendance at the Institute in any academic semester are automatically registered for the first attempt at any examination in that academic semester provided they have satisfied the Head of the Department offering the course that the requirements as to attendance and performance have been fulfilled.

f) No student will be eligible to sit for end of Semester Examination unless he/she has completed his/her assessment test and or had written the institute CA.

g) Every student must attend at least 75% of the entire period of each semester allocated for the course of study.

h) Students who fail to present themselves for an examination will be deemed to have forfeited that opportunity to sit for the examination; except that in the cases of absence through illness or other sufficient cause the Board of examiners will take into consideration documentary evidence in assessing a candidate's position.

i) Candidates who deliberately fail to present themselves for examination as provided in the regulation without valid reason shall be discontinued from studies/ courses or examinations.

j) In the assessment of an examination result the Board of Examiners will not normally consider research, project or other work which is part of an examination but which has not been submitted by the required date.

k) Candidates must act in accordance with any instruction issued by an invigilator.

l) Cheating or attempt to cheat, copying or attempt to copy is an offence. No unauthorized materials are allowed to be brought in the examination room. Candidates are allowed to bring with them, pen (s), pencil, ruler and rubber only. A legal action will be taken against any candidate who will be found guilty of the offence.

m) If the offence mentioned under regulation item xii will be committed, case will be heard by Disciplinary organ.

n) Candidate who will be proven guilty of the offence (under regulation xii will be dismissed from the institute. Re admission for such candidate will not be entertained until after the lapse of one year from the semester of dismissal.

o) Any candidate, who will be found guilt under regulation xii and not satisfied with decision of disciplinary organ, will have the right to appeal to the Appellate Committee of the institute.

p) The Disciplinary organ may at any of its sitting co-opt any other person who, in it's discretion thinks that will assist the proceedings at such a sitting, and the disciplinary organ shall have power to summon any candidate alleged to have been involved in some Examination offences.

q) Communication between candidates, or between a candidate and anyone other than an examiner or invigilator, is forbidden during an examination, (to be read with regulation xii).

r) Students are strictly forbidden to use correction fluid (liquid paper, corrector and weep out) in the final examinations.

s) Coats, briefcases, notes, magic diaries (electronic diaries), mobile telephones, glass cases, compass boxes, wallets, dictionaries and similar items shall be deposited outside the examination room.

t) The use of calculators and computers in the examination room is permissible only if they are used in a way compatible with regulations and xii, and candidates are not permitted to share the use of such items.

u) Candidates are required to place their student cards on their examination desks in such a manner that the invigilators may verify each candidate's identity, at the same time all candidates must sign the attendance sheet provided by the Invigilators. Any candidates failing to present their student cards may be required by an invigilator to complete and sign an examination attendance form and be identified by the heads of departments of the course offered.

v) Candidates are not admitted to the examination room after the examination has been in progress for thirty minutes from the actual time the exam started.

w) Candidates may not begin writing until authorized by the invigilators; they shall stop writing on the instructions of the invigilators.

x) Candidates are required to write their answers in the answer-books provided unless directed otherwise. On completion of an examination candidates must put on the table all answer-books and other papers in the manner specified by the invigilators; unless otherwise indicated the question paper will be excluded from this requirement.

y) Candidates may leave an examination after it has been in progress for thirty minutes from the time the examination have started, but are not normally permitted to leave during the last thirty minutes of the examination period.

z) Should it be necessary for a candidate to leave the examination room temporarily, the invigilator has to direct the said candidate to fill a special form and shall require that the candidate normally be escorted throughout the absence by an   authorized person. The said candidate must return in to the examination room within the specified shot period.

aa) In the examination room candidates are required to remain in their places whilst in attendance. Additional answer-books and other materials will be given to candidates by the invigilators when requested and should not be collected by candidates.

bb) At the end of an examination candidates shall remain seated in their places until they receive instructions from the invigilators. When they receive permission to leave the examination room candidates shall do so quietly and as expeditiously as possible.

cc) A candidate found using unfair means during an examination might be required by an invigilator to withdraw from the examination. In that event the invigilator shall send the candidate's answer-book directly to the Chief Academic officer   or Principal under separate cover giving details of the circumstances. This regulation has to be read with regulation before candidates begin writing their examination by the invigilator.

dd) Whilst in the examination room all candidates are required to act with discipline. A candidate whose conduct is in the view of an invigilator disturbing to other candidates and who persists in this conduct after receiving a warning from an invigilator shall be required to withdraw from the examination room. In that event the invigilator shall send the candidate's answer-book directly to the Chief Academic officer or Principal under separate cover giving full details of the circumstances.

5.0.5 EXAMINATIONS IRREGULARITIES

Where there is lacuna, the Principal may with the advice of the Chief Academic Officer, do amendments and prescribe the rules governing the conduct of Examinations in order to suit the better carrying of examination.

The Disciplinary organ shall consider and decide on any Examination Irregularities reported and recommended or impose action against a candidate found responsible for or guilty of such offence.

The members of the Disciplinary Organ/Committee shall be: -

General Manager – Chief Academic Officer.
Company Secretary – the Registrar.
Business Administrator.
Examination Officer or Invigilator – being the initiator.
The chairperson of student organization and,

The Accused.

The Committee may at any of its sitting co-opt any other person who, in the committee's discretion will assist the proceedings at such a sitting and the committee shall have power to summon any candidate allegedly to have been involved in an Examination Irregularity.

The General Manager – Chief Academic Officer of the Institute shall report to the Academic Planning Committee all serious cases of Examination Irregularities.

5.0.6 PASSING OF FINAL EXAMINATIONS

A student will be considered to pass the subject if she/he student scores grade C and above in all subjects including coursework and Final Examination.

A student who manage to score grade C in all the subjects held in the Examination will be considered as a pass student in the examination. As far as the above regulation is concerned, a student will be eligible to proceed with the next academic year after successfully passed all the subject of the examination.

Failure to meet the above conditions the student will be considered as failure or otherwise.

5.0.7 FAILING OF EXAMINATIONS

A student can be considered as failure in a subject, if he/she fails to score minimum passing grade of C or below in both coursework and Final Examination.

Student who fails to meet the minimum passing grade (which is regarded to be C will be considered as a failure student in the particular examination.

A candidate who fails in more than a half of the subjects examined during first semester of academic year shall be considered as a failure student and shall be discontinued. The following grading system shall be used.

Description	Mark	Symbol
Distinction	85% - 100%	A*
Merit	75% - 84%	A
Credit	65% - 64%	B
Pass	50% - 64%	C
Fail	0% - 49%	D

5.0.8 SUPPLEMENTARY EXAMINATIONS

ICandidate (s) who does not fail in more than half of the subjects examined during the first and second semesters shall be allowed to sit for supplementary examination at the end of the academic year provided that the candidate has an average of at least 45%.

II. A Pass in Supplementary examination shall be recorded as Pass mark i.e.

III. Failure to pass the supplementary examination (s) in next Examination Session will require a student to repeat the whole academic year on which that course is taught, provided that the candidate has an overall average of 45%.

IV. No student shall be allowed to repeat one year of study for more than once.

5.0.9 SPECIAL EXAMINATION

Where a candidate pursuing any programme of study of the Institute fails to attend the whole or part of an examination under circumstances which are beyond the control of the student such as illness, death of close relative or become insane such a student may, subject to production of documentary evidence from a specified Doctor and on the approval by the Board of Examiners be allowed to sit for special Examinations for the course which he/she failed to attend previously.

A candidate who appears for special Examination under the ElsiMate Institute assessment of student performance, attendance and general conduct shall be treated as if he/she had sat for the examinations for the first time. This special examination shall be conducted at the same time with Supplementary Examinations.

5.0.10 CONDITIONS FOR DISCONTINUATIONS

a) A Candidate who fails in more than a half of the subjects examined during that particular semester shall be considered as a failure student and shall be discontinued.

b) Any candidate who absents himself/herself from a final/end of year/Supplementary Examination without the permission by the Principal and Chief academic officer shall be discontinued from the course.

c) Any candidate who has committed an offence under regulation 8.4 (xii) shall be dismissed from the institute.

d) A candidate proved to have violated examination regulations or to have committed any act of dishonesty or gross indiscipline even if unrelated to academic matters shall be discontinued from the institute.

e) A candidate discontinued from any course on academic performance shall not be re-admitted for the same course until after the lapse of one year.

5.0.11 PUBLICATION OF RESULTS OF EXAMINATIONS

The Registrar/Chief Examination Officer/or any other Academic staff authorized on this work soon after the Academic Planning Committee Meeting shall publish the provisional results of candidates in every examination.

Examinations' result shall become final when they are confirmed and approved by the Institute Board of Examination.

5.0.12 APPEALS AGAINST EXAMINATION RESULTS

Candidates may be allowed to appeal against examination results under the following conditions: -

I. Any appeal shall be lodged to Chief Academic Officer within 7 days from the date on which the results are released.

II. Chief Academic Officer shall then cause the appeal to be put into the register of the Institute, so as to certify that an appeal has been lodged.

III. Any appeal should be accompanied by an appeal fee of **P550.00,** which is non-refundable.

IV. The Chief Academic Officer after receiving an appeal, have to notify the Management Committee that an appeal has been lodged. The Management Committee will therefore forward the matter to the Academic Planning Committee which will appoint an institution or an independent person who have to remark the paper appealed against, after having seen that appellant has a reasonable ground to appeal.

V. The Academic Planning Committee will take the result from the institution or an independent person and pass in the Academic Planning Committee. The said result will be considered as the last and right result.

VI. The Academic Planning Committee will therefore announce the new result to the appellant.

5.0.13 GENERAL ASSESSMENT OF MARKS

In the beginning of the semester the institute shall indicate clearly to candidates, what candidates are required to do and on what basis they will be assessed.

Assessment in all subjects shall be by final semester examination and coursework. The final or end of semester Examination shall have a weight of 60% in the total assessment and coursework (continuous assessment – CA) shall have a weight of 40%. There shall be no compensation/transfer of marks from one examination paper to another for any purpose.

The Pass Mark shall be 50% provided in the Final Examination and Coursework.

For the avoidance of doubt, it shall be proper for examiners to submit the standing marks (carrying marks) to students before they sit for the final exams.

Candidates shall not commit plagiarism.

Candidates must act in accordance with any instruction issued by an examiner.

The total pass mark shall be 40% for diploma and degree students who are assessed in semester bases provided that in the final examination the candidate has obtained 35%, which is equivalent to 18 out of the 60 weight of the Final Examination.

5.0.13 ASSESSMENT OF MARKS FOR PRACTICAL PROJECT WORK

The grading system of the Project work shall be the same as in other courses.

A candidate who fails in the Project work will be allowed to take a supplementary Project.

A candidate failing in Supplementary Project shall repeat the Project in the subsequent year by fulfilling all the necessary requirements for the Project work. A candidate failing the Project after repeating shall be discontinued.

Our grading is as follows;

Description	Mark	Symbol
Distinction	85% - 100%	A*
Merit	75% - 84%	A
Credit	65% - 64%	B
Pass	50% - 64%	C
Fail;	0% - 49%	D

5.0.14 MODERATION OF EXAMINATION

The ElsiMate Board of Examination and/or any other recognized Academic Institutions of Botswana or independent professional person shall externally moderate Examination questions and marked answer scripts.

5.0.15 POSTPONEMENT OF STUDIES

A student may be allowed to postpone her/his studies due to health problems supported by a doctor's medical certificate, or for any other reasonable cause, which on the eyes of the Academic

Planning Committee seem to be strong enough to prevent one from pursuing studies effectively.

The postponement shall be for a semester or an academic year as the case may be. The maximum period for a student to postpone his/her studies will be two academic years, however on the expiry of the first academic year a student must seek for a second postponement afresh.

5.0.16 ADMISSION PROCEDURES

All enquiries about admission should be addressed to:

**The Principal
ElsiMate Institute
P.O. Box 70085
Gaborone
Botswana**

Application forms are available from the following dates for every year.

August – December: for January Intake.

April – June: for July Intake

Courses start in January and July of every year.

The deadline for registration of first year students will be two weeks from the first day of the orientation week.

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Plot 14400 G/West Industrial
New Lobatse Road, Gaborone

pcmd@elsimate.co.bw
customerservice@elsimate.co.bw
www.elsimate.co.bw

Tel: 3973370 or 3170911
Fax: 3973340 or 3915371
Mobile: 71261547