



**THE UNIVERSITY OF ZAMBIA  
SCHOOL OF HUMANITIES AND SOCIAL SCIENCES  
DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY**

**CALL FOR APPLICATIONS FOR SHORT COURSES FOR CONTINUING PROFESSIONAL DEVELOPMENT**

**About the Department**

The Department of Social Work and Sociology falls under the School of Humanities and Social Sciences, University of Zambia. The core aims of the department are basically twofold: To provide quality training and commissioned basic and applied social science based research services in social work, sociology and related development issues.

The Department is a leading group of lecturers, researchers, consultants and practitioners in the areas of social policy, social protection, human rights, disability, child protection and welfare, social planning and administration, project management, criminology, refugees, migration and development, disaster management, participatory planning, monitoring and evaluation, programme evaluation, social research, leadership and management, among others.

The Department undertakes applied social, behavioural and academic research, policy advisory, graduate education and professional development management. It is a forerunner amongst university departments and one of a few in Zambia and worldwide, that designs, develops and delivers courses that are tailor-made to the training, education and development needs of professionals in the social development sector.

The Department has extensive experience in training and conducting social and economic research in Zambia and in the sub-Saharan region in which its academic members of staff are involved individually and as a Unit with various research and development organizations. The Department undertakes research with and for other institutions in order to contribute to resolving human problems, help refine the approaches used by development practitioners, and update the knowledge and skills that are transmitted to both the University's full time students and special target practitioners. More so, the Department has high caliber, internationally recognized and qualified personnel who train and conduct multidisciplinary, social science research, teaching and coaching. We are the oldest leading applied social science based research and teaching department of the University. Because of it being an applied and problem-solving oriented, the Department is uniquely positioned and in tune with the needs of the Zambian and regional environments.

**Why Study with Us?**

Our courses are developed after broad consultation with various stakeholders from the industry (government, Non-governmental organisations and the private sector). Thus, the courses are designed to provide utmost benefits of the knowledge and skills gained from the training, education, research and consultancy services provided by the department. Our short courses and programmes are presented by experienced staff. The training programmes are conducted in a professional manner. Training programmes are offered in interactive-face-to-face workshop style. So, the trainings employ a participatory methodology during the delivery of each of the training phases and the units comprising the module. The reasons advanced relate to the opportunities it provides for adult participants to modify the learning content and tailoring it to their work contexts.

**Tailored Short Courses and In-House Delivery**

The department also delivers short courses externally and can tailor them to meet individual's or organisation's requirements. We can also develop new content to address specific needs. Our tailored short courses offer flexibility, time and cost-effectiveness:

- The format and content of courses can be customised to meet your organisation's needs
- We can deliver courses either in-house at your premises, University of Zambia or at another suitable venue
- We can deliver courses both in Zambia as well as internationally
- We provide courses that cater for all levels of staff in government as well as non-profit and profit organisations.

The Department of Social Work and Sociology under the School of Humanities and Social Sciences, University of Zambia will be offering the following Short Courses for Continuing Professional Development:

### SCHEDULE OF SHORT COURSES 2017/2018

TIME: 17:00-19:00 HRS FROM MONDAY TO FRIDAY

Short Course Title	Application Deadline	Course Duration	Tuition Fees	Venue
Child Care and Protection	25 <sup>th</sup> November, 2017	27 <sup>th</sup> November-22 <sup>nd</sup> December, 2017	K3,850.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Case Management for Child Protection and Welfare	10 <sup>th</sup> December, 2017	11 <sup>h</sup> 22 <sup>nd</sup> December, 2017	K3,550.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Child/Juvenile Justice and Child Welfare	10 <sup>th</sup> December, 2017	11 <sup>h</sup> 22 <sup>nd</sup> December, 2017	K3,550.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Short Course on Alternative Care of Children	10 <sup>th</sup> December, 2017	11 <sup>h</sup> 22 <sup>nd</sup> December, 2017	K3,350.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Psychosocial Counselling & Social Care	25 <sup>th</sup> November, 2017	27 <sup>th</sup> November-22 <sup>nd</sup> December, 2017	K3,850.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Child Safeguarding	10 <sup>th</sup> December, 2017	11 <sup>h</sup> 22 <sup>nd</sup> December, 2017	K3,350.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Data Management and Statistical Analysis Course Using STATA, SPSS & EXCEL	20 <sup>th</sup> November, 2017	27 <sup>th</sup> November-22 <sup>nd</sup> December, 2017	K4,050.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Qualitative Data Management and Analysis with NVivo/Atlas.ti	27 <sup>th</sup> November, 2017	27 <sup>th</sup> November-22 <sup>nd</sup> December, 2017	K4,050.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Social Policy for Development Planners	15 <sup>th</sup> December, 2017	8 <sup>th</sup> January-2 <sup>nd</sup> February, 2018	K3,750.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Human Rights, Governance & Development	15 <sup>th</sup> December, 2017	8 <sup>th</sup> January-2 <sup>nd</sup> February, 2018	K3,750.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Social Protection-Contributory and Non Contributory	26 <sup>th</sup> January, 2018	5 <sup>th</sup> February-2 <sup>nd</sup> March, 2018	K3,750.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY

Project Development and Management	26 <sup>th</sup> January, 2018	5 <sup>th</sup> February-2 <sup>nd</sup> March, 2018	K3,750.00	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Criminology, Policing and Criminal Investigations	10 <sup>th</sup> November, 2017	20 <sup>th</sup> November-15 <sup>th</sup> December, 2017	K3750	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Leadership and Management: A Key to Organizational and National Development	22 <sup>nd</sup> December, 2017	8 <sup>th</sup> January-2 <sup>nd</sup> February, 2018	K3750	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Social Impact Assessment and Management	30 <sup>th</sup> March, 2018	2 <sup>nd</sup> -27 <sup>th</sup> April, 2018	K3750	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Disaster Management	27 <sup>th</sup> April, 2018	7 <sup>th</sup> May-1 <sup>st</sup> June, 2018	K3750	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Social Entrepreneurship and Social Innovation Management	18 <sup>th</sup> May, 2018	1 <sup>st</sup> -29 <sup>th</sup> June, 2018	K3750	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
NGO Development and Management	18 <sup>th</sup> May, 2018	1 <sup>st</sup> -29 <sup>th</sup> June, 2018	K3750	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Refugees, Migration and Development	18 <sup>th</sup> June, 2018	25 <sup>th</sup> June-20 <sup>th</sup> July, 2018	K3750	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Certificate in Anti-Corruption and Integrity Management	8 <sup>th</sup> June, 2018	18 <sup>th</sup> June-6 <sup>th</sup> July, 2018	K3750	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY
Public Policy Analysis, Planning and Development	15 <sup>th</sup> December, 2017	8 <sup>th</sup> January-2 <sup>nd</sup> February, 2018	K3850	UNZA, DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY

#### Contact Information

Department of Social Work and Sociology  
School of Humanities and Social Sciences  
The University of Zambia  
Great East Road Campus  
Third Floor, School of Humanities and Social Sciences Building  
Tel: +260211290020  
Mobile: +260977412124; +260963867666  
Email: [sds.hod@unza.zm](mailto:sds.hod@unza.zm); [patrick.chanda@unza.zm](mailto:patrick.chanda@unza.zm)  
Website: <http://humanities.unza.zm/sws-short-courses.html> or <https://www.unza.zm/>

#### How to Apply

Application forms can be downloaded from UNZA website: <http://humanities.unza.zm/sws-short-courses.html>  
Applicants can complete the application form, scan and email it to [sds.hod@unza.zm](mailto:sds.hod@unza.zm); [patrick.chanda@unza.zm](mailto:patrick.chanda@unza.zm)  
**Space is limited. Early application is strongly advised.**

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**DEPARTMENT OF SOCIAL WORK AND SOCIOLOGY**  
**SHORT COURSES APPLICATION FORM**

1. Name: \_\_\_\_\_
2. Sex: \_\_\_\_\_
3. Qualifications: \_\_\_\_\_
4. Current Position/Job Title (if any): \_\_\_\_\_
5. Organization: \_\_\_\_\_
6. Address: \_\_\_\_\_
7. Mobile Phone Number: \_\_\_\_\_
8. NRC Number: \_\_\_\_\_
9. Email Address: \_\_\_\_\_
10. Next of Kin (Name and Mobile number): \_\_\_\_\_
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11. Name of Short Course applied for:

- |  |                          |
|--|--------------------------|
| A. Child Care and Protection   | <input type="checkbox"/> |
| B. Case Management for Child Protection and Welfare                                      | <input type="checkbox"/> |
| C. Child/Juvenile Justice and Child Welfare  | <input type="checkbox"/> |
| D. Alternative Care of Children  | <input type="checkbox"/> |
| E. Child Safeguarding  | <input type="checkbox"/> |
| F. Psychosocial Counselling and Social Care  | <input type="checkbox"/> |
| G. Human Rights, Governance and Development  | <input type="checkbox"/> |
| H. Social Protection-Contributory and Non-Contributory                                   | <input type="checkbox"/> |
| I. Law in Social Work Practice and Administration  | <input type="checkbox"/> |
| J. Social Policy for Development Planners  | <input type="checkbox"/> |
| K. Project Development and Management  | <input type="checkbox"/> |
| L. Criminology, Policing and Criminal Investigations                                     | <input type="checkbox"/> |
| M. Quantitative Data Management and Statistical Analysis Course Using STATA/SPSS & EXCEL | <input type="checkbox"/> |

- N. Qualitative Data Management and Analysis with NVivo/Atlas.ti
- O. Participatory Management of Displacement, Resettlement and Rehabilitation
- P. Disaster Management
- Q. Social Impact Assessment and Management
- R. Social Entrepreneurship and Social Innovation Management
- S. NGO Development and Management
- T. Refugees, Migration and Development
- U. Certificate in Anti-Corruption and Integrity Management
- V. Public Policy Analysis, Planning and Development

10. Describe your present duties and responsibilities, with specific emphasis on work related to the course you are applying for:

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### REQUIREMENTS

Submit the following before commencing classes:

1. COPY OF NRC OR PASSPORT
2. DEPOSIT SLIP

### PAYMENT DETAILS

Inclusive of application, course materials, assignments and final examination

**BANK NAME:** Standard Chartered Bank Zambia PLC  
**ACCOUNT NAME:** UNZA School of Humanities and Soc. Scie.s  
**ACCOUNT NUMBER:** 0100110271400  
**BRANCH:** Lusaka Main  
**SWIFT CODE:** SCBLZMLX

### CONSENT

By signing you agree to the terms and requirements for participation in the short course.

Signature of Candidate:

Place: \_\_\_\_\_

Date: \_\_\_\_\_

### **Contact Information**

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Mobile: +260977412124; +260963867666

Email: [sds.hod@unza.zm](mailto:sds.hod@unza.zm)

Website: <http://humanities.unza.zm/> or [www.unza.zm](http://www.unza.zm)

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Applicants can complete the application form, scan and email it to [sds.hod@unza.zm](mailto:sds.hod@unza.zm)

Admission is on a rolling basis. Space is limited. Early application is strongly advised.