

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS																
QUALIFICATION DEVELOPER (S)			Imperial School of Business and Science													
TITLE		Diploma in Health and Safety						NCQF LEVEL		6						
STRANDS (where applicable)		N/A														
FIELD		Services						CREDIT VALUE		364						
SUB FIELD		Hygiene and Occupational Health Services														
New Qualification				Legacy Qualification				Renewal Qualification		☒						
								Registration Code		Q0014						
SUB-FRAMEWORK		General Education					TVET				Higher Education		☒			
QUALIFICATION TYPE		Certificate	I		II		III		IV		V		Diploma	☒	Bachelor	r
		Bachelor Honours					Post Graduate Certificate					Post Graduate Diploma				
		Masters								Doctorate/ PhD						
RATIONALE AND PURPOSE OF THE QUALIFICATION																
RATIONALE: Educating workers on the fundamentals of Health and Safety procedures can help reduce workplace accidents and injuries. This will not only enable the companies from costly legal battles but also ensure lifelong support to the employees and their families. No matter how small or large a company is, workers in all fields of industry face work place injuries and risks that can threaten their life and safety. This will adversely affect the output of their employees. The general awareness on health and safety procedures of the laymen as well as the employees will lead the country ahead. The modules in the qualification such as Promoting Positive Health and Safety Culture, Risk Management, First Aid and																

Safety procedures, Health Hazards and Control, Accidents and emergency procedures, Occupational hygiene and toxicology, Health and Safety in Construction and Mining etc will equip the learners to lead and establish a healthy environment both in the workplace and the entire society.

The field of Health and Social Safety is crucial in developing countries such as Botswana. The activities of health and safety professionals have a major impact on the efficiency of all types of organisations. Health and Safety training is a key element in the prevention of work-related injuries, illnesses and death. When educated on safety procedures, participants will know how to prevent accidents in the workplace, and will also learn how to respond efficiently if presented with a dangerous situation. Another benefit of safety training is a reduction in accident and incident rates, which reflects favourably on the organization. Safety training is also important because it provides a way for companies to document proof that such training has occurred, protecting it from potential lawsuits involving injuries.

Human Resource Development Council (HRDC), Botswana, has identified 12 key sectors of economy, which are derived from the national strategies and priorities and Health Sector is among the identified crucial field which needs to be focussed on urgently (BHRDS Fair and Career Clinics 2018. Pages 102-111).

In addition to that, ever since ISBS started offering the qualification Diploma in Health and Safety, that is from the year 2019 under the new regulation (NCQF), the demand for the qualification was so high. This is evident in the learners' enrolment records of the ISBS during the years, 2022-2023 and 2023 to 2024, concerning the qualification Diploma in Health and Safety.

Furthermore, the stakeholders' consultative meetings / surveys conducted by ISBS for the purpose of assessing the validation of the qualification during the time of its renewal, the majority of the stakeholders supported the view that the qualification, Diploma in Health and Safety, is still relevant in Botswana as it could create more employment opportunities. In this respect, the stakeholders provided the following recommendations to adapt the qualification according to the current needs of the industry.

Therefore, the module "Health, Safety and Nutrition" is positioned as a core module in the curriculum. The module "Health and Safety" is positioned in the group of fundamentals. The modules "Risk Assessment" is made it as a pre-requisite module and arranged it before the module "Risk

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Management”. In order to provide more work-place experiential learning, the credit value of the module “Project” is increased in the reviewed qualification.

Currently, there are many learners in Botswana with Certificate qualification in Health and Safety and therefore this diploma qualification will assist them to get progression and to upgrade it from Certificate to Diploma in Health and Safety

PURPOSE: (itemise exit level outcomes)

The purpose of the qualification is to produce graduates with advanced knowledge, skills and competence to:

1. Assess current occupational health and safety management issues, and apply general health and safety procedures including accident and safety procedures in the workplace to promote public health.
2. Carryout risk identification procedures, risk assessment and management activities to mitigate risk associated dangers in the workplace
3. Supervise a variety of safety and occupational health programmes including fire prevention activities in to protect personnel, Equipment, production and the workplace environment.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

- Certificate IV, NCQF Levels 4 (General Education or TVET), or equivalent.
- Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) will be considered as per the ETP’s policy.

(Note: Please use Arial 11 font for completing the template)

SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Implement health and safety procedures in a workplace to prevent injuries and illness, compliance with the laws and regulations of a country, reduce workers’ compensation costs as well as to increase the confidence of the workers.	1.1. Assess the significance of occupational health and safety hazards in accordance with organisational requirements. 1.2. Conduct risk assessment procedures in workplace.

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	1.3. Apply risk management principles to anticipate, identify, evaluate and control physical, chemical, biological and psychological hazards. 1.4. Supervise and train employees and volunteers on health and safety issues, handling machines and harmful substances, and how to use fire-fighting equipment.
2. Identify, evaluate and control hazardous conditions and practices affecting people, property and environment for establishing health, safety and hygienic conditions at the work place.	2.1 Identify, assess and record safety risks and work hazards to ensure the safety of workers and personnel. 2.2 Identify the potential workplace hazards and apply process and procedures to control and manage them. 2.3 Prepare workplace health and safety audit checklist and train the staff members to develop a health and safety culture in an organisation.
3. Use a range of effective communication skills and methods to clearly and briefly convey messages including regulatory and technical information including the safety and health of the people related to an organisation.	3.1 Analyse the essentials of effective communication components and share organisational information both in oral and written forms, to various stakeholders. 3.2 Write effective internal and external documents for communicating organisational matters. 3.3 Schedule meetings using audio, video, and web sharing components, and speak effectively utilising verbal and non-verbal cues. 3.4 Apply strategic flow of communication in an organisation to update the workforce with organisational matters and maintain order and transparency.

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4. With the help of a computer, using different software applications, produce various electronic documents, presentation materials and posters to spread the message pertaining the objectives of an organisation.	4.1 Produce work-related documents using appropriate software applications in a computer. 4.2 Apply proper file and folder management techniques using a computer application for arranging the documents for easy accessibility. 4.3 Analyse data utilising appropriate computer applications. 4.5 Apply functions and formulas with the help of computer applications for easy calculations. 4.6 Conduct power point presentations using computer applications. 4.7 Import and export data with the help of computer applications and store them safely.
5. Apply strategies to manage and control Psychosocial hazards in an organisation to lower or eliminate the risks of mental and physical health problems of the people including stress, undesirable attitudes, bullying and lack of self-control.	5.1 Identify the common psychosocial hazards at workplaces, and implement strategies to mitigate them 5.2 Conduct team-building activities in an organisation with the purpose of spreading message of trust and support 5.3 Identify and Implement staff recognition activities to encourage and motivate the personnel. 5.4 Implement psychosocial risks control measures to create conducive atmosphere at workplaces.
6. Implement procedures and policies ensuring health and social care for staff and customers in an organisation to increase value of the service and products.	6.1 Plan, suggest and apply strategies to improve employee engagement and retention rates. 6.2 Apply strategies to promote team morale in an organisation. 6.3 Put in practice policies and procedures for employee welfare.

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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [4]	Level [5]	Level [6]	364
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Introduction to Business Communications	12			12
	Introduction to Computer Applications	12			12
	Working Environment and Occupational Health	12			12
	Human Resources Management	12			12
	Incident Investigation	12			12
	Health and Safety		12		12
	Introduction to Project Management		12		12
	Principles of Health and Safety Management		12		12
	Organisational Behaviour		12		12

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	Promoting a Positive Health and Safety Culture		12		12
CORE COMPONENT Subjects/Courses/ Modules/Units	Health, Safety and Nutrition		12		12
	Risk Assessment		12		12
	First Aid and Safety Procedures		12		12
	Health Hazards and Control		12		12
	Accidents and Emergency Procedures		12		12
	Developing Organisational Health and Safety Culture			12	12
	Botswana Labour Law			12	12
	Project			40	40
	Ethics and Law in Health and Safety			15	15
	Risk Management			15	15
	Fire Prevention and Management			15	15
	Occupational Hygiene and Toxicology			15	15
	Workplace Health Surveillance			15	15
	Safety Training and International Standards			15	15

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	Health and Safety in Construction and Mining			15	15
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	
1.					
2.					
Electives <i>Choose any one</i>	Health Psychology			15	15
	Social Leadership			15	15

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
<i>Level 4</i>	<i>60</i>
<i>Level 5</i>	<i>120</i>
<i>Level 6</i>	<i>184</i>
TOTAL CREDITS	364

Rules of Combination:

(Please Indicate combinations for the different constituent components of the qualification)

Rules of Combination:

Learners must take all the fundamental modules worth 120 credits, Core modules worth 229 credits and any one of the Electives worth 15 credits to achieve a total of 364 credits to graduate in Diploma in Business Management qualification.

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BOTSWANA
Qualifications Authority

ASSESSMENT ARRANGEMENTS

Continuous Assessment (Assignments and Mid-Term Test):

The outcomes of each module in the qualification are assessed through Continuous Assessments. Fifty percent (50%) of the total marks will be contributed to the Final Mark.

Summative (Final Exams):

Summative/ final examination will contribute 50% to the Final Mark. All the assessors must have BQA assessor certificates and a minimum three (3) years of teaching experience in the relevant field.

MODERATION ARRANGEMENTS

There will be provision for internal and external moderation, conducted by Moderators registered with Botswana Qualifications Authority (BQA).

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be applicable for consideration for award in this qualification.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Progression (Learning)

- Bachelor of Science in Health and Safety
- Bachelor of Science in Occupational Health and Safety
- Bachelor of Science in Public Health

Horizontal Articulation

- Diploma in Health and Safety
- Diploma in Occupational Health and Safety
- Diploma in Public Health.

Progression (Employment)

- Chemical Information Specialist
- Environmental Specialist

- Ergonomics Specialist
- Health Supervisor
- Occupational Health Compliance Officer
- Occupational Health nurse
- SHEQ Officer

QUALIFICATION AWARD AND CERTIFICATION

Minimum credits for graduation in Diploma in Health and Safety is 364. Upon successful completion of the qualification, learners will be issued with the certificate, Diploma in Health and Safety, in addition to the transcripts.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The developed qualification was benchmarked against the International Diploma in Occupational Health and Safety offered internationally by National Examination Board in Occupational Safety and Health in U.K. (NEBOSH), and Diploma in Safety Management, offered regionally by University of South Africa (UNISA), South Africa.

SIMILARITIES

Title: The title of the reviewed qualification is Diploma in Health and Safety. The title of the compared qualification offered internationally by NEBOSH, U.K is Diploma in Occupational Health and Safety, and the title of the regional qualification offered by the University of South Africa is Diploma in Safety Management. Therefore, the titles are more or less similar to each other.

NQF level: This qualification is at NCQF level 6. The qualification offered at the University of South Africa is also pitched at NQF level 6, and the qualification offered by NEBOSH, UK is Regulated Qualifications Framework (RQF) -Level 5. This is due to the difference in the credit weightage added to the qualifications in UK. However, though each country has its own specific terminology for the level Descriptors, they are all equivalent to the NCQF level displayed by the qualification.

Credits and Duration: This qualification has 364 credits and a 3-year duration. The qualification offered by the NEBOSH, UK, and the qualification offered by UNISA, S.A has a minimum 240 credits each, and a 2-year duration, respectively. This is because they enrol learners from A-Levels, whereas

institutions in Botswana enrol learners from BGCSE/IGCSE; hence, there is a difference of a full academic year, which is equivalent to 120 extra credits.

Main Exit level outcomes: They are similar for all qualifications since all the qualifications are pitched at level 6 according to the standard of the qualification framework of the countries of their origin. Besides, all the qualifications aimed to prepare the learners to apply advanced knowledge in assessing current occupational health and safety management issues in an organisation, and apply general health and safety procedures including, risk assessment and health promotion.

Main modules: All three qualifications have fundamental, core, and elective modules. The core modules of the different qualifications are distributed in the following manner: This qualification has 20 core modules, the International Diploma in Occupational Health and Safety offered by NEBOSH, U.K 08, and the National Diploma in Safety Management offered by the University of South Africa has 11 modules. Besides, there are similarities in the titles of the vital modules shared by the qualifications with which the submitted qualification was benchmarked. Therefore, this qualification is well balanced among the benchmarked.

Assessments: All the qualifications have both Formative and Summative assessment practices.

Qualification rules and minimum Standards for the award of the qualification

The qualification rules and minimum standards for awarding the qualifications are also similar to all three qualifications. In the submitted qualification, candidates are required to pass a minimum of 364 credits through the required fundamental, core, and elective modules. In regional and international qualifications, learners must achieve a minimum 240 credit value.

Pathways: The pathways of this qualification are similar to the qualifications compared.

DIFFERENCES

Entry Requirements, Credit Value or Duration and NQF levels:

The entry requirements of the qualifications offered regionally and internationally differ slightly, as reflected in their total credit values and duration. Though the level descriptors are named differently in the compared qualifications offered in regionally and internationally, they are equivalent to the NCQF framework of Botswana.

Domains/Modules/Courses/Subjects covered (Fundamental, core & electives)

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Although the structure of the qualification, including fundamentals, cores and electives for the developed qualification, aligns with those of the qualifications it was benchmarked against, there are some slight differences in terms of the exclusion of the module facilitating the fundamentals of Computer Applications for the regional and international qualifications.

Conclusion: This qualification is similar to the benchmarked qualifications with respect to the purpose, critical exit learning outcomes, level descriptors, assessment practices, and learning and employment pathways. The differences are the duration of the regional and international qualifications because of the A-level entry points, and the difference in titles.

REVIEW PERIOD

The qualification will be subjected to a review after every 5 Years.

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For Official Use Only:

CODE (ID)			
REGISTRATION STATUS	BQA DECISION NO.	REGISTRATION START DATE	REGISTRATION END DATE
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	