

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)	Imperial School of Business and Science												
TITLE	Diploma in Logistics and Transport Management						NCQF LEVEL		6				
STRANDS (where applicable)	N/A.												
FIELD	Business, Commerce and Management Studies						CREDIT VALUE		364				
SUB FIELD	Management Studies												
New Qualification	Legacy Qualification				Renewal Qualification				<input checked="" type="checkbox"/>				
								Registration Code		Q0015			
SUB-FRAMEWORK	General Education				TVET				Higher Education				<input checked="" type="checkbox"/>
QUALIFICATION TYPE	Certificate	I	II	III	IV	V	Diploma	<input checked="" type="checkbox"/> Bachelor					
Bachelor Honours			Post Graduate Certificate				Post Graduate Diploma						
Masters						Doctorate/ PhD							
RATIONALE AND PURPOSE OF THE QUALIFICATION													
<p>RATIONALE:</p> <p>The field of Business, Commerce and Management studies is crucial in developing countries such as Botswana. According to HRDC Botswana (hrdc.org.bw/?q=transport-logistics-sector), the transport and Logistics sector is comprised of the different sub-sectors named in respect of modes of transport namely, rail, air, water and road transport. Road transport is most commonly used mode in Botswana. There has been an increase in the demand for road freight transport and as a result opens opportunities of establishing companies that could profit well and create employment.</p>													

This has been identified by the Human Resource Development Council (HRDC) by specifying “Transport and Logistics” as one of the prioritised fields that boost the economy of the country, (*BHRDS Fair and Career Clinics 2023. Page 23*). In addition to that, BHRDC also provided a list of ‘top occupations in demand’ (*BHRDS Fair and Career Clinics 2023. Page 26*), in which “Procurement (supply chain professionals” and “Supply, Distribution and Related Managers” are included. That is, the graduates of this qualification are eligible for the post mentioned above.

In addition to that, ever since ISBS started offering the qualification Diploma in Logistics and Transport Management, that is from the year 2022 under the new regulation (NCQF), the demand for the qualification is so high. This is evident in the students’ enrolment records of the ISBS during the years, 2022-2023 and 2023 to 2024, concerning the qualification Diploma in Logistics and Transport Management.

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 Logistics and Transport Management, 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 “Introduction to Accounting” is amended to “Introduction to Accounting and Finance”, “Logistics systems and strategy” is replaced by “Operations Management”, The module “Information and Technologies in Supply Chain” is amended to “IT and Enterprise Resource Planning in Logistics and Transport”, the module “Risk Control and Strategies” is replaced by “Transport Planning and Investment” and the module “Principles of Marketing is replaced by Health and Safety”. Besides, in order to provide more work-place experiential learning, the credit value of the module “Project” is increased in the reviewed qualification.

World Economic Forum released a statement that, Botswana has the best landlocked infrastructure in Africa and the third best logistics operating environment in the region. It provides an alternative route to SADC’s other highly congested corridors, such as the route from South Africa through Zimbabwe and further north to Zambia and the Democratic Republic of the Congo (DRC). It is also able to leverage a favourable port, rail and road infrastructure in neighbouring South Africa and Namibia and thus providing employment as well as business opportunities in Logistics and Transport

sectors. Transport is a public good and its main function is conveying people or goods from place to place. It is one of the keys enabling sectors of the economy in Botswana and has a large impact on economic growth and employment. Logistical activities include warehousing, material handling; packaging; inventory management; and create a massive growth in employment opportunities for the graduates of Logistics and Transport Management qualification.

Botswana's central location in SADC with a catchment area of 100 million potential consumers within a 1 500 km radius, and a regional market of 292 million consumers, perfectly positions the country to capture regional consumer freight flows by offering bulk breaking, cargo consolidation, dry ports and cargo warehousing facilities. This qualification will equip students with the knowledge and skills to implement Transport and Logistics projects in the country and create job opportunities in public and private sectors. According to the 2018/2019 Botswana draft budget strategies (p.4), the positive rebound in the domestic economy was largely due to the improvement in the Trade, Hotels & Restaurants and Transport & Communication sectors. Therefore, Logistics and Transport industry has become one of the significant identified sectors in Botswana due to the geographical advantage of Botswana over other African countries and also because of the income derived from the Logistics and Transport sectors.

This Qualification will provide the learners with a unique mix of practical focus on logistics and transport grounding in the fundamentals of logistics activities involve warehousing, material handling, packaging, inventory management and order processes. This winning combination sets up the learners, unsurprisingly, for careers in the procurement, transport and business sectors. Equally if they are looking for something a little different, this qualification will equip them with transferable skills applicable to other industries too.

PURPOSE: (itemise exit level outcomes)

The purpose of this qualification is to produce graduates with specialised knowledge, skills and competence to

1. Assess the growing demands for the expertise in transport and logistics sectors and apply the concept and scope of logistics functions for developing national and international businesses.
2. Supervise and coordinate road, airport and sea logistics and transport activities, and prepare necessary documents for exporting and importing goods in accordance with import and export requirements and documentation of respective countries/region.

3. Identify and apply occupational risk management principles in logistics and transport industry to analyse and reduce potential hazards in logistics operations.
4. Supervise inventory and the distribution channels for a logistics and transport company to ascertain and estimate the order of purchase to meet the customer demands on time.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

Prospective learners will be admitted to BBA in Logistics and Transport Management Qualification on account of having satisfied the entry requirements for the level they apply for.

- Anyone who has successfully completed NCQF Level 4, Certificate IV in General Education (e.g. BGCSE/IGCSE) or its equivalent qualification.
- Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) will be considered as per the ETP's policy.

SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>1. Communicate effectively with national and international clients including logistics and transport operations, and prepare necessary documents for the clearance of goods.</p>	<p>1.1 Draft effective business documents including, export and import documents, letters, memorandums, reports and sale letters for internal and external communication purposes.</p> <p>1.2 Prepare documents needed to accompany goods in motion such as delivery notes, invoices, and custom duty documents.</p> <p>1.3 Schedule meetings using audio, video, and web sharing components, and speak</p>

	<p>effectively utilising verbal and non-verbal cues.</p> <p>1.4 Apply strategic flow of communication in an organisation to update the workforce with organisational matters and maintain order and transparency.</p>
<p>2. Apply the essential numerical skills required for bookkeeping and accounting and make sound financial decisions in business.</p>	<p>2.1 Prepare double-entry bookkeeping utilising the financial transactions of a company.</p> <p>2.2 Record transactions in the appropriate ledger accounts using the double entry bookkeeping system.</p> <p>2.3 Balance off ledger accounts at the end of an accounting period of a company</p> <p>2.4 Prepare a trial balance, balance sheet and a profit and loss account.</p> <p>2.5 Prepare financial planning and reports for a company.</p>
<p>3. Assess the demands and supply of the industry and make plans procuring and supplying materials effectively for the operation of transport industry.</p>	<p>3.1 Identify and assess competitive suppliers and consumers and procure and supply goods for a company.</p> <p>3.2 Apply the negotiation skills to achieve competitive advantages from the suppliers, and consumers to purchase goods at reasonable price.</p> <p>3.3 Assess supplier contract documents to mitigate risk in procure and supply activities.</p>

<p>4. Supervise and monitor inventory and the distribution channel for the logistics and transport company to ascertain the current stock and estimate the order of purchase to meet the customer demands on time.</p>	<p>4.1 Analyse daily product and supply levels to anticipate inventory problems and shortage of goods for a company</p> <p>4.2 Evaluate deliveries, shipments and product levels to improve control procedures for assuring customer satisfaction.</p> <p>4.2 Employ strategies to Keep goods properly shelved by utilising FIFO inventory management system for easy tracking and monitoring.</p>
<p>5. Identify the tools and frameworks used in Logistics Management and apply them to improve efficiency in logistics and transport operations.</p>	<p>5.1 Use the Transportation Management System (TMS) of an organisation, and plan, implement, and optimise the transportation of goods.</p> <p>5.2 Use Supply Chain Operations Reference Model (SCOR) to Monitor the supply chain activities and performance of a company.</p> <p>5.3 Use SAP Supply Chain Management System (SAP SCM) to efficiently plan and execute logistics and supply activities for a company.</p> <p>5.4 Implement the 'Plan Do Check Act' (PDCA) cycle for solving logistic operational problems and improve the performance.</p>
<p>7. Plan, execute and supervise logistics and transport operations at airports, road, and sea involving moving goods from one place to another using different modes of transportation.</p>	<p>7.1 Identify and assess transport operational problems faced by companies in Botswana and apply strategies to mitigate them.</p> <p>7.2 Monitor transport operations by road, sea and air to minimise costs, and enhance customer satisfaction.</p>

	<p>7.3 Appreciate the critical role of technology in managing transportation operations and product flows for a transport and logistics company.</p> <p>7.4 Assessing the requirements, apply strategies to move goods between countries for a transport and logistics company.</p>
<p>8. Understand and assess the systems and procedures to be observed in relation to goods, including currency, that are imported in to and exported out of Botswana.</p>	<p>8.1 Administer the process and procedures in Customs & Excise department in connection with importing and exporting goods from a country to country.</p> <p>8.2 Use the transport documents such as CMR, Bill of Lading, CIM and Air Waybill during importing and exporting goods from country to county.</p> <p>8.3 Assess various methods of payment, and prepare transport, commercial and financial documents.</p> <p>8.4 Prepare “Documents of title” and “Documents of movement” to track goods, ensure legal compliance and to manage risk in supply chain industry.</p> <p>8.5 Recognise the importance of marine insurance and execute skills to insure goods for transportation.</p> <p>8.5 Monitor the services of international Freight Forwarders and Customs Brokers with regarding to the transportation goods to assure customer satisfaction.</p>

9. Apply strategies for planning materials and controlling production to minimise costs and downtime.

9.1 Analyse materials demand and material forecasts for planning resources required for a company.

9.2 Apply the concept of on time production in logistics and transport industry to minimise inventory levels, maximise the use of resources and lower the operation costs.

9.3 Apply the concept of kanban system for assessing and planning the material availability in the process of production of goods.

9.4 Assess the implications of order-based and stock-based manufacturing systems and execute strategies for a company.

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SECTION C	QUALIFICATION STRUCTURE					
COMPONENT	TITLE	Credits Per Relevant NCQF Level				Total Credits
		Level [4]	Level [5]	Level [6]	Level [7]	364
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Introduction to Business Communication	12				12
	Introduction to Computer Application	12				12
	Introduction to Accounting and Finance	12				12
	Principles of Purchasing and Supply	12				12
	Principles of Logistics	12				12
	Principles of Transport Management		12			12
	Principles of Economics		12			12
	Principles of Management		12			12
	Introduction to Quantitative Methods		12			12
	Health and Safety		12			12

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CORE COMPONENT Subjects/Courses/ Modules/Units	Warehousing and Material Handling		12			12
	Corporate Governance and Ethics		12			12
	Supply Chain Management		12			12
	Inventory and Stores Management		12			12
	Transport Costing and Pricing		12			12
	Distribution Channel Management		12			12
	Marketing Management			12		12
	Project			40		40
	Operations Management			15		15
	Global and International Logistics				15	15
	Road Freight and Sea Management			15		15
	Airlines and Airport Management			15		15
	IT and Enterprise Resource Planning in Logistics and Transport				15	15
	Green Logistics			15		15
	Transport Planning and Investment			15		15

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STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level				Total Credits
		Level [4]	Level [5]	Level [6]	Level [7]	
1.						
2.						
Electives Choose Any One	Logistics Activities			15		15
	Fleet Management			15		15
	Forecasting and Demand Management			15		15
	Transport Economics			15		15
	Hazardous Materials Compliance			15		15

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	Integrated Logistics Management			15		15
	Intermodal and Multimodal Transport.			15		15

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
Level 4	60
Level 5	132
Level 6	142
Level 7	30
TOTAL CREDITS	364

Rules of Combination:

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

Rules of Combination:

Students must take all the fundamental modules worth 120 credits, Core modules worth 229 credits and one (1) Elective worth 15 credits to achieve a total of 364 credits to graduate in Diploma in Logistics and Transport Management qualification.

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) or any other recognised authority. The minimum qualification for the assessors and moderators is an undergraduate degree in logistics and transport management or equivalent. They are to also have BQA Assessor and Moderator Awards.

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)

Learning progression Vertical:

- Bachelor of Business Administration in Logistics and Transport Management
- Bachelor of Commerce in Logistics and Transport Management
- Bachelor of Business Administration in Logistics Management
- Bachelor of Commerce in Logistics Management

Learning progression Horizontal:

- Diploma in Logistics and Transport Management

- Diploma in Logistics Management

Employment Progression:

- Supervisor (at a logistics and transport company, Purchasing and Supply companies).
- Warehouse Officer/ Supervisor

QUALIFICATION AWARD AND CERTIFICATION

Minimum credits for graduation in Diploma in Logistics and Transport Management is 364. Upon successful completion of the qualification, students will be issued with the certificate.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The developed qualification was benchmarked against the Diploma in Logistics and Transport offered internationally by the Chartered Institute of Logistics and Transport, in Malaysia, and regionally by the Diploma in Logistics and Supply Chain Management offered by Open Learning Group, South Africa.

SIMILARITIES

Title: The title of the reviewed qualification is Diploma in Logistics and Transport Management. The title of the compared qualification offered internationally by Chartered Institute of Logistics and Transport, in Malaysia is Diploma in Logistics and Transport, and the title of the regional qualification offered by the Open Learning Group, South Africa is Logistics and Supply Chain Management. That is, the title of the reviewed qualification is very much similar to the title of the international qualification. However, but both have a shared focus on the physical act of transferring products.

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 Chartered Institute of Logistics and Transport in Malaysia is MQF-Level 4 (Malaysian Qualification Framework) which is equivalent to the NCQF/NQF level 6 in terms of higher range of knowledge, skills and competence expected from the level 6 qualifications. Besides, 1 credit in Malaysia is equivalent to 40 hours of work, whereas in Botswana, it is equivalent to 10 hours. Therefore, the Malaysian qualification is equivalent to 360 credits which is similar to the reviewed qualification. Similarly, though each country has its own specific terminology for the level Descriptors (for example, MQF represents Malaysian Qualifications) 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 Chartered Institute of Logistics and Transport, in Malaysia is 90 credits (where 1 credit in Malaysia is equivalent to 40 hours of work, whereas in Botswana, it is equivalent to 10 hours)which is equivalent to 360 credits of NCQF qualification. The qualification offered by Open Learning Group South Africa has a minimum 240 credits. Both the Malaysian and the South African qualifications are having 2-year durations, respectively. This is because they enrol students from A-Levels, whereas institutions in Botswana enrol students from BGCSE/IGCSE; hence, there is a difference of a full academic year, which is equivalent to 120 extra credits.

Main Exit level outcomes: All the qualifications aimed to prepare the learners to apply the concept and scope of logistics functions for national and international businesses and supervise all risk management activities in logistics and transport industry. That is the core modules included in the curriculum, the exit level outcomes that expect the achievement of advanced knowledge, skills and competence expected from the graduates, assessment methods, entry requirements and the learning and employment progression pathways are similar in the reviewed as well as the compared qualifications.

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 16 core modules, the Diploma in Logistics and Transport offered by Chartered Institute of Logistics and Transport, in Malaysia, 13, and the Diploma in Logistics and Supply Chain Management offered by the Open Learning Group South Africa has 14 modules. Besides, the titles of the vital modules shared by the qualifications expect the learners to achieve same principles, concepts, skills and competency required for the logistics and transport industry. Therefore, this qualification is well balanced among the benchmarked.

Assessments: All the qualifications have both Formative and Summative assessment practices. The formative assessments include, class tests, individual and group assignments, presentations and projects. Certain percentages of marks are contributed to the final examination. The final assessment will be a written test.

Qualification rules and minimum Standards for the award of the qualification

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, students must achieve a minimum 240 credit value.

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Pathways: The pathways of this qualification are similar to the qualifications compared. For example, the qualification facilitates the graduates' progression into Bachelor of Business Administration in Logistics and transport Management, Bachelor of Commerce in Logistics and transport Management, Bachelor of Business Administration in Logistics Management and Bachelor of Commerce in Logistics among others. Management. Similarly, the graduates from this qualification can achieve Employment progression in to: Supervisor at a logistics and transport company, Supervisor at Transport companies, Supervisor at Purchasing and Supply companies and Warehouse Officer/ Supervisor.

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.

Conclusion: This qualification is similar to the benchmarked qualifications with respect to the purpose, critical exit learning outcomes, 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.

REVIEW PERIOD

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

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	



BOTSWANA
Qualifications Authority