

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER		<ul style="list-style-type: none"> • BA ISAGO University • Boitekanelo College • Botho University • Gaborone University College of Law & Professional Studies • Mega Size College • Ramatea Vocational School 					
TITLE	Diploma in Occupational Health and Safety				NCQF LEVEL	6	
FIELD	Health & Social Services		SUB-FIELD		Occupational Health & Safety		
New qualification	✓	Review of existing qualification					
SUB-FRAMEWORK	General Education		TVET		Higher Education	✓	
QUALIFICATION TYPE	Certificate		Diploma	✓	Bachelor		
	Bachelor Honours		Master		Doctor		
CREDIT VALUE					248		
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>Rationale: Botswana has been and is currently using allied Acts to address health and safety issues in the workplace because there is no operational Occupational Health and Safety Act (http://www.gov.bw/globalassets/occupational-health-and-safety1.pdf). In addition, the existence of a fragmented Occupational, Health and Safety (OHS) legislation administered by several government and regulatory authorities is a challenge as it opens a window for partial compliance. Moreover, the Human Resources Development Council (HRDC) has prioritized Occupational Health and Safety as a top occupation in high demand across various sectors of the economy. As a result, this calls for enhancement of human resources development in this field to ensure efficiency, awareness and articulation of OHS matters. Noticeably, their training will benefit OHS through their contribution towards achieving a safer workplace and participation in enactment of OHS Act.</p> <p>The significance of this qualification was echoed by the respondents during stakeholder consultation for needs assessment from the industry. They acknowledged the need for Occupational Health and Safety personnel at the workplace. The respondents further highlighted the relevance of OHS in the industry and the module coverage was reportedly sufficiently satisfactory in equipping learners with contemporary</p>							

safety, health and environmental issues, as there is a need to manage the hazards, risks and disasters associated with the workplace and beyond. They conclusively recommended for the qualification.

Purpose: This qualification is designed for both high school leavers as well as those who are in the industry without the relevant qualification. The proposed qualification in Occupational Health and Safety is intended to produce individuals with competence to identify workplace hazards and implement appropriate mitigation and preventive strategies to achieve a compliant and sustainable OHS system within the context of established codes of practice and relevant legislative framework. The qualification will render the beneficiaries eligible for registration and accreditation with relevant national, regional and international professional bodies.

ENTRY REQUIREMENTS (including access and inclusion)

Candidates must have NCQF Level 5, Certificate V in TVET (e.g. Certificate V in Occupational Health and Safety from BQA registered and accredited awarding body or any recognised Body outside Botswana.

OR

Candidates with NCQF Level 4, Certificate IV in General Education with at least a pass in science, will have to complete NCQF Level 5 in a related field or its equivalent.

OR

Candidates who do not meet the minimum academic qualifications stated above but have a minimum of two years relevant work experience will be considered through a Recognition of Prior Learning (RPL) process as governed by the institutional policy.

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
1. Demonstrate knowledge and understanding of concepts of Occupational Health and Safety	1.1 Demonstrate understanding of key principles and background of OHS. 1.2 Outline the benefits of OHS. 1.3 Discuss the integration of management systems used in OHS. 1.4 Critique the status of Occupational Health and Safety in Botswana.	
2. Carry out a Hazard Identification and Risk Assessment	2.1 Identify hazards in the workplace. 2.2 Evaluate the risks for a safe and healthy environment.	
3. Conduct accident/incident investigations	3.1 Develop an accident/incident investigation instrument. 3.2 Undertake accident/incident investigation'. 3.3 Report on the accident/incident scene. 3.4 Design accident/incident prevention strategies and measures.	
4. Provide leadership and training support to the organization and other practitioners to promote a health and safety culture.	4.1 Develop a Health and Safety Policy for the organization. 4.2 Train fellow employees on Health and Safety matters. 4.3 Organize health and safety awareness activities and days. 4.4 Design promotional and developmental health and safety awareness materials and strategies.	
5. Develop sound hazard control and monitoring strategies	5.1 Demonstrate knowledge of the use of the Hierarchy of Control measures as the universal best approach to managing occupational hazards. 5.2 Discuss appropriate hazard controls for a given occupational hazard. 5.3 Scrutinize existing hazard control measures to identity any gaps and make appropriate recommendations. 5.4 Demonstrate knowledge on the use of reactive and proactive measures in response to occupational incidents.	

	<p>5.5 Identify vulnerable groups within the organization and come up with relevant control measures; e.g. pregnant women, workers with disability, young workers.</p> <p>5.6 Identify and explain factors that could lead to noncompliance with established controls by different groups of workers.</p> <p>5.7 Demonstrate skills for safety education, training and induction.</p> <p>5.8 Discuss sound techniques for hazard communication.</p> <p>5.9 Discuss strategies for making effective recommendations to employers to manage occupational hazards.</p>
6. Contribute to the advancement of the OHS profession.	<p>5.1 Identify a problem using a given case study.</p> <p>5.2 Analyse the situation presented by the case study.</p> <p>5.3 Make recommendations informing best practices within the organization.</p>

QUALIFICATION STRUCTURE			
SECTION C			
FUNDAMENTAL COMPONENT	Title	Level	Credits
Subjects / Units / Modules / Courses	Communication and Study Skills	5	10
	Information Communication Technology	5	10
CORE COMPONENT			
Subjects / Units / Modules	Introduction to Occupational Health and Safety Management	6	12
	Risk Management	6	12
	Labour Law	7	12
	Introduction to Occupational Hygiene and Toxicology	6	12
	Occupational Health and Safety Law I	6	12
	Safety Management and the Built Environment	6	12
	Environmental Management	6	12
	Quality Management	6	12
	Biostatistics	7	12
	Ergonomics	7	12
	Occupational Health and Safety Law II	6	12
	Emergency Preparedness and Disaster Management	7	12
	Occupational Diseases	7	12
	Industrial Attachment	6	60
ELECTIVE COMPONENT	Choose 1		
Subjects / Units / Modules / Courses (Choose 1)	Employee Relations	7	12
	Health and Safety in Transport	7	12
	Building Maintenance	7	12
Rules of combinations, Credit distribution (where applicable):			
Level 5 consists of 20 credits			
Level 6 consists of 156 credits			
Level 7 consists of 60 credits			
Elective component 12 credits			

Total Credits= 248

The credit combination for this qualification is from 20 of fundamental components, 216 core component and the remaining 12 is from the elective component where candidates would choose only one (1) module.

ASSESSMENT AND MODERATION ARRANGEMENTS

Diploma in Occupational Health and Safety is, a two (2) year qualification worth 248 credits shall be assessed as follows:

Assessment

Formative Assessment shall be weighted 50% of the final assessment grade and made up of the following:

- i. Assignments
- ii. Tests
- iii. Mid-Term Examinations

Summative assessment shall be weighted 50 % of the Final assessment grade.

- i. Final Examinations

Internal moderation requirements

- i. All assessment instruments will be internally moderated before administration.
- ii. All marked scripts will be moderated internally.
- iii. The preparation of the moderation should be accompanied by the Assessment Matrix.

External moderation requirements

External moderation is a final check, by external subject experts, that the examination and marking is at the right standard for the type and level of the qualification. The moderation will take a sampling approach where the number of scripts is more than 30, and it will use a sample of at least 33%. External moderation exercise may lead to a decision to change marks. Each sub-field will have a Substantive External Examiner.

Reports and associated documents to be in place for external moderation should include but not limited to:

- Qualification document
- Assessment Instrument

- Assessment design and alignment matrix
- Marking key
- Internal Moderation report
- List of candidates and scores attained
- Examination Attendance register

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) is a form of assessment for eligibility into the qualification. It allows recognition of skills and knowledge acquired through informal learning such as work or life experience. RPL is granted where the candidate is able to provide sufficient evidence of their competence in a module as determined by the appointed by the RPL Assessor.

Candidates wishing to apply for RPL assessment submit their applications shall do so in accordance with the RPL policy and guidelines of the awarding body they will be applying to.

The institution shall review all evidence presented and will match that evidence against the Performance Criteria stated in the Unit of Competency. The institution may find it necessary to ask questions about the evidence or ask the candidate to perform an activity or undergo a test to provide evidence where there are gaps between what has been provided and what is required.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

Vertical Articulation

- Bachelor of Science in Occupational Health and Safety Management
- Bachelor of Science in Environmental Health Management

Horizontal Articulation

- Diploma in Occupational Hygiene
- Diploma in Environmental Health
- Diploma in Environmental Management

Employment Pathways

- Occupational Health and Safety Management Consultant
- Safety, Health and Environment Officer
- Risk Control Officer
- Loss Control Officer
- Safety Officer
- Safety Auditor

QUALIFICATION AWARD AND CERTIFICATION

Candidates meeting the prescribed requirements will be awarded the qualification in accordance with the qualification composition rules and applicable policies. To be eligible for the award of the Diploma in Occupational Health and Safety, candidates should have attained a total of 248 credits.

REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification compares with the following:

- a) Southern Institute of Technology (New Zealand)** offers a Level 6, Diploma in Occupational Health and Safety worth 120 credits which generally emphasize the development of competences on behavior based safety under occupational health and safety systems and practices, identification and management of hazards and systems in the workplace, development of safety programmes, monitoring and evaluation, auditing and assessment of health and safety in the respective occupations.
- b) Eswatini Institute of Development Management** offers a two year NCQF Level 6 **Diploma In Occupational Health & Safety** introduces students to OHS laws and risk management. The qualification equips students with skills to interpret OHS legislation, develop loss-control programs as well as conduct audits and inspections of existing OHS and environmental programs and eventually design and deliver effective OHS training programs for employees.
- c) British Columbia Institute of Technology-School of Health Sciences** offers a two year full-time Level 6 Occupational Health and Safety Diploma qualification worth 148 credits which is the most comprehensive training of its kind in Canada. Students learn the skills they need to start a great career in health and safety, in any industry and workplace. The learners are equipped with skills on the operations of health and safety and the business side, including human resources, communication, decision-making, and leadership. The students are also exposed to field work and an industry practicum which give them hands-on experience

It is important to note that Occupational Health and Safety is offered by several countries internationally; however, most of the Universities offering this course were from South Africa making comparability at regional level a challenge. It is important to note that though qualification titles may slightly differ, the modules covered

are significantly comparable and similar. Although the qualifications examined generally follow similar structures and standards, there are differences, though not significant in that they concentrate on understanding human behavior as a key factor in preventing occupational risk factors. However, they all expose learners to the industry and equip them with hands-on experiences needed for managing hazards and promoting safety at workplaces and beyond.

As noted above, this qualification generally compares with all the qualifications studied since the exit outcomes cover similar scope and depth and are aligned to exit level descriptors typical of this level and type of qualification as done within the region and beyond. However, what sets it apart from the ones highlighted above is the fact that it combines and integrates human, occupational and environmental risk factors into one interdisciplinary qualification.

REVIEW PERIOD

This qualification will be reviewed in a period 5 years upon registration.

Other information – please add any supplementary information to help the application for this qualification for NCQF Registration.

N/A