

BQA NCQF QUALIFICATION TEMPLATE

| SECTION A: QUALIFICATION DETAILS | | | | | | | | | | | |
|--|---|------------------|----|-----------------------|---------------------------|---------------------|----------------|-----------------------|------------------|--|--|
| QUALIFICATION DEVELOPER (S) | BA ISAGO University and Boitekanelo College | | | | | | | | | | |
| TITLE | Diploma in Occupational Health and Safety | | | | | NCQF LEVEL | | | 6 | | |
| STRANDS (where applicable) | N/A | | | | | | | | | | |
| FIELD | Services | | | | | CREDIT VALUE | | | 240 | | |
| SUB FIELD | Hygiene and Occupational Health Services | | | | | | | | | | |
| New Qualification | Legacy Qualification | | | Renewal Qualification | | | ✓ | | | | |
| | | | | | Registration Code | | | Q0084 | | | |
| SUB-FRAMEWORK | General Education | | | TVET | | | ✓ | | Higher Education | | |
| QUALIFICATION TYPE | Certificate | I | II | III | IV | V | Diploma | ✓ | Bachelor | | |
| | | Bachelor Honours | | | Post Graduate Certificate | | | Post Graduate Diploma | | | |
| | | | | Masters | | | Doctorate/ PhD | | | | |
| RATIONALE AND PURPOSE OF THE QUALIFICATION | | | | | | | | | | | |
| <p>RATIONALE:</p> <p>By 2036, Botswana aims to become a high-income nation powered by high productivity. With this goal in mind, it is critical to foresee changes and the risks that come with them, particularly in light of the plans to promote the informal sector and leverage technology. The anticipated changes might include technical innovation, organisational change, demographic shift and development and climate change, hence the rise in prevalence of ergonomic risks, psychological risks and heat stresses associated with global warming. To provide a safe workplace, investing in training experts who can monitor environmental exposures and use that information to guide evidence-based decision-making is crucial. The Human Resources Development Council (HRDC) 2023-2024 has prioritised Occupational Health and Safety as a top occupation in high demand across various sectors of the</p> | | | | | | | | | | | |

economy. As a result, this calls for enhancing human resources development in this field to ensure efficiency, awareness, and articulation of OHS matters.

“Occupational health and safety regulations are becoming increasingly stringent globally, and Botswana is no exception. Training experts such as those with analysis Diplomas in Occupational Health and Safety (OHS) who can collect and analyse data is critical to inform policymakers. As a nation, Botswana is currently faced with a challenge of national OHS policy and the OHS Act; therefore, the country relies on fragmented laws. This demonstration demonstrates Botswana's need to commit to meeting international standards and aligning with local legislation. In Botswana, fragmented OHS legislation administered by several government and regulatory authorities is challenging as it opens a window for partial compliance.”

The Diploma in Occupational Health and Safety is well-versed in international best practices and Botswana's specific regulatory requirements, ensuring effective implementation of safety measures and policies following legal mandates. This qualification benefits individual organisations by ensuring compliance and enhances Botswana's reputation as a responsible participant in the global economy, attracting investment and fostering sustainable development. The Diploma in Occupational Health and Safety will address the urgent need for skilled professionals equipped to ensure workplace safety standards are met. Ultimately, this will contribute to reducing workplace accidents, injuries, and occupational health-related illnesses, enhancing productivity, and safeguarding the well-being of workers.

PURPOSE: (itemise exit level outcomes)

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

- Identify workplace hazards, assess risks, and implement appropriate mitigation and preventive strategies to achieve a compliant and sustainable OHS system within established codes of practice and relevant legislative frameworks within diverse workplace environments across industries.
- Apply advanced knowledge of Occupational Health and Safety concepts to the workplace, external communities, and the general environment.

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- Develop practical, sustainable, cost-effective, and environmentally friendly solutions and alternatives to address health and safety challenges in the workplace and beyond.
- Apply a holistic approach to “adhering to standards” and “entrepreneurship skills”.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

- i. Applicants must have a minimum Certificate IV, NCQF Level 4 (TVET/GE) or equivalent.

OR
- ii. Candidates who do not meet the minimum academic qualifications stated above will be considered through the Recognition of Prior Learning (RPL) process, which shall be administered according to the National RPL Policy. There will also be a provision for Credit Accumulation Transfer to the learner in case they transfer in from another institution as per National Policy on CAT.

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| SECTION B | QUALIFICATION SPECIFICATION |
|--|---|
| GRADUATE PROFILE (LEARNING OUTCOMES) | ASSESSMENT CRITERIA |
| <p>1. Apply current knowledge of theoretical concepts in Occupational Health and Safety and monitor environmental exposures to inform evidence-based decision-making to ensure safe work environments.</p> | <p>1.1 Implement strategies for the progressive development of society while preventing workplace hazards.</p> <p>1.2 Educate the stakeholders on the importance of management systems used in OHS.</p> <p>1.3 Conduct an incident investigation to identify potential issues that can be detected early to prevent occupational accidents and incidents before they occur.</p> <p>1.4 Conduct exposure assessments to measure the levels of various environmental factors that employees are exposed to, such as air quality and noise levels.</p> <p>1.5 Utilise occupational health and safety knowledge to develop holistic and inclusive</p> |

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| | <p>solutions within diverse workplace environments across Botswana's industries.</p> |
| <p>2. Apply occupational health and safety tools and techniques to evaluate workplace and environmental hazards, assess risks, and implement appropriate control measures to mitigate their impact.</p> | <p>2.1 Utilize the risk matrix and other tools to evaluate the likelihood and severity of various occupational hazards.</p> <p>2.2 Compare with occupational exposure limits (OELs) to decide whether workers are overexposed to occupational hazards and gauge the effectiveness of the organisation's controls.</p> <p>2.3 Develop an accident/incident investigation instrument of identified environmental exposures.</p> <p>2.4 Collect evidence of the accident/incident scene and analyse the root cause.</p> <p>2.5 Analyse risk assessment and incident investigation reports to identify patterns and root causes.</p> <p>2.6 Interpret data from incident investigations to determine contributing factors and failures in existing controls.</p> <p>2.7 Formulate evidence-based recommendations for preventing similar incidents in the future.</p> <p>2.8 Communicate findings effectively to relevant stakeholders to support corrective action.</p> |
| <p>3. Provide leadership and training to support the other practitioners in promoting a health and safety culture.</p> | <p>3.1 Develop a Health and Safety Policy for the organisation.</p> <p>3.2 Demonstrate skills for safety education, training, and induction.</p> <p>3.3 Train fellow employees on Health and Safety matters.</p> <p>3.4 Organize health and safety awareness activities.</p> |

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| | 3.5 Design promotional and developmental health and safety awareness materials and strategies. |
| 4. Develop mitigation strategies for identified environmental exposures to ensure employee safety and regulatory compliance in a workplace. | 4.1 Develop an OHS management systems. 4.2 Apply appropriate hazard controls for a given occupational hazard. 4.3 Evaluate the effectiveness of the existing hazard control measures |
| 5. Apply problem-solving and analytical skills to identify occupational health and safety issues and recommend best practice solutions that align with legal and ethical standards. | 5.1 Identify occupational health and safety problems from a given case study, considering organisational and environmental factors. 5.2 Analyse the root causes and contributing factors of the identified problems using appropriate analytical tools or frameworks. 5.3 Formulate evidence-based recommendations aligned with relevant occupational health and safety legislation, standards, and ethical principles. 5.4 Justify the proposed recommendations in terms of their effectiveness, feasibility, and potential impact on workplace safety and health. |
| 6. Develop processes for compliance with legislation and ethical principles in OHS which adhere to standards. | 6.1 Apply the relevant legal and regulatory processes to achieve safety and environmental sustainability at local, regional, and international levels. 6.2 Adhere to the ethical practices of OHS. 6.3 Employ legal frameworks and viable environmental codes to yield occupational safety. 6.4 Identify factors that could lead to noncompliance with established controls by different groups of workers. |

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| SECTION C | QUALIFICATION STRUCTURE | | | | |
|---|---|---|---|-----------|---------------|
| COMPONENT | TITLE | Credits Per Relevant NCQF Level | | | Total Credits |
| | | Level [5] | Level [6] | Level [7] | |
| | | FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units | Business Communication and Entrepreneurship | 10 | |
| | Computing and Information Skills | 10 | | | 10 |
| | Biostatistics | | | 10 | 10 |
| | Epidemiology | | | 10 | 10 |
| CORE COMPONENT Subjects/Courses/ Modules/Units | Introduction to Occupational Health and Safety Management | 10 | | | 10 |
| | Risk Management | | 10 | | 10 |
| | Occupational Health and Safety Law | | | 10 | 10 |
| | Introduction to Occupational Hygiene and Toxicology | 10 | | | 10 |
| | Safety Principles and Practices | 10 | | | 10 |

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|------------------------------------|---|--|------------------|------------------|----------------------|
| | Environmental Management | | 10 | | 10 |
| | Quality Management | | 10 | | 10 |
| | First Aid Procedures | 10 | | | 10 |
| | Occupational Ergonomics | | 10 | | 10 |
| | Incident/Accident Investigation Prevention and reporting. | | | 10 | 10 |
| | Organisational Behaviour | | | 10 | 10 |
| | Emergency Preparedness and Disaster Management | | 10 | | 10 |
| | Occupational Diseases | | 10 | | 10 |
| | Industrial Attachment | | | 60 | 60 |
| STRANDS/ SPECIALIZATION | Subjects/ Courses/ Modules/Units | Credits Per Relevant NCQF Level | | | Total Credits |
| | | Level [5] | Level [6] | Level [7] | |
| 1. | | | | | |
| | | | | | |
| 2. | | | | | |
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|-----------------------------|---|--|--|----|----|
| Electives (Choose 1) | Health and Safety Auditing and Compliance | | | 10 | 10 |
| | Health and Safety in Transport | | | 10 | 10 |
| | Global/ Occupational Health and Safety Standards. | | | 10 | 10 |



BOTSWANA
 Qualifications Authority

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

| NCQF Level | Credit Value |
|----------------------|--------------|
| 5 | 60 |
| 6 | 60 |
| 7 | 120 |
| TOTAL CREDITS | 240 |

Rules of Combination:

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

The credit distribution is made up of 40 credits from the fundamental component, 190 credits from the core component and 10 credits from the elective component. The learners are to choose 1 elective.

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ASSESSMENT ARRANGEMENTS

Formative Assessment

The weighting of formative assessment is 60 % of the Final assessment mark.

Summative Assessment.

The weighting of the summative assessment is 40 % of the Final assessment mark.

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) and Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification as specified in policies by the Education and Training Provider (ETP) in line with the National RPL policies.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification. as specified in policies by the Education and Training Provider (ETP) in line with the National CAT policies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

Vertical Articulation

- Bachelor of Science in Safety, Health, and Environmental Management
- 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
- Health and Safety Practitioner / Officer / Coordinator / Advisor 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 240 credits. A certificate will be issued to learners who are awarded the qualification.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification is comparable with the following qualifications:

- Diploma in Safety Management – University of South Africa (UNISA), South Africa.
- Diploma in Workplace Health and Safety Management – Southern Institute of Technology (SIT), New Zealand.
- Diploma in Occupational Health and Safety – British Columbia Institute of Technology (BCIT), Canada.

The benchmarking exercises revealed that the Diploma in Occupational Health and Safety favourably compares to other regional and international qualifications. All the qualifications are pitched at Level 6, which is denoted using the specific framework adopted by each country (NCQF, NQF, NZQF & BCQF). Furthermore, the proposed qualification shares a common title with all qualifications, although UNISA qualification name doesn't have the Heal qualifier.

The qualifications also have a common goal in terms of capacitating graduates with relevant knowledge, skills, competencies and appropriate attitudes required for career advancement and management positions in different workplaces. The qualifications benchmarked with have similar domains as the proposed, these include Safety, Occupational Health and Environmental Management. The assessment strategies for all qualifications include both continual formative assessment and summative assessment in the form of assignments, projects, practical, tests and

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examinations to assess the achievement of the stated learning outcomes. To qualify for the award of all the qualifications, learners must achieve the required minimum credits.

Based on the qualification frameworks used by each country, there are some differences in terms of credits and duration of study. The proposed and the BCIT qualifications have duration of 2 years but with 240 and 1450 credits respectively. Whereas the qualification offered by UNISA has duration of 3 years with 360 and the SIT qualification runs for 1 year with 120 credits.

In terms of articulation, all the qualifications have common education and employment progression pathways. Just like the qualifications offered by other universities, the proposed Diploma in Occupational Health and Safety prepares and allows learners to progress and pursue bachelor's degrees in safety & health. In addition, all qualifications prepare learners for employment such as Health and Safety Officer / Coordinator / Advisor, OHS Management Consultant and Environmental Officers in different workplaces.

REVIEW PERIOD

This qualification will be reviewed in 5 years upon registration.

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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 | |
| | | | |