

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION							
SECTION A							
QUALIFICATION DEVELOPER		College of Fire and Safety (COFS)					
TITLE		Certificate V in Fire Safety			NCQF LEVEL		5
FIELD	Services		SUB-FIELD	Fire 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					120		
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>Rationale</p> <p>Services such as Fire services are critical in the economy as they will support all sectors. Human Resource Development Council (HRDC) of Botswana has published the document, which provides a list of occupations that have been identified by the employers as being in high demand at a national level. Services in general have been identified as one of the occupations that are currently experiencing shortages in the labour market (short term) and occupations that show relatively strong employment growth (long term) (HRDC, 2016). In line with HRDC-Top Occupation in high Demand (Dec, 2016), there is evidence emanating from validated data under Health sciences and Social services which indicate that the market generally is in need of persons with skills that will spearhead the commercial revitalization of the Botswana economy.</p> <p>The type of qualification that is envisaged to prevail is that which would be aligned to the needs of the economy and business. A needs identification survey conducted revealed that the Certificate in Fire Safety qualification is of special interest to the working professional in public and private organizations and school leavers who wish to pursue a career in fire services.</p> <p>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 focused on urgently (BHRDS Fair and Career Clinics 2018. Pages 102-111.).</p>							

The stakeholder survey among the academic and potential organisational persons in line with the need analysis of the qualification revealed the fact that this qualification is most needed in Botswana.

Purpose of the Qualification

The purpose of this qualification is to equip students with skills and knowledge to:

- Execute Fire safety procedures.
- Assess current occupational fire safety management issues.
- Conduct a variety of safety and occupational health programmes to protect personnel, Equipment, production, and the workplace environment.
- Carry out rescue operations and supervision.
- Identify and list typical hazards in the workplace and Implement remedial action to control workplace hazards.
- Execute emergency procedures and supervise fire prevention activities.
- Execute accidental and safety procedures in the workplace
- Supervise fire prevention activities.
- Identify human and organizational influences on health and safety.
- Develop the skills to handle chemicals safely.
- Ability to fight fire at an incipient stage
- Draft an incident report

ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

Applicants will be admitted to this qualification based on one of the following minimum benchmark qualifications:

- i. Certificate IV, NCQF level 4, (General Education or TVET) or equivalent with pass in the best 6 subjects and a minimum 'C' grade in English, and Mathematics.
- ii. Certificate IV, NCQF Levels IV, qualification in the Field of Fire Safety OR related field.

Access and Inclusion:

The Access and Inclusion arrangements are made to eliminate the barriers to facilitate fair and equal entry requirements to the qualification. In addition to the above admission criteria, Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) will be used for access in line with the BQA National RPL Policy.

QUALIFICATION SPECIFICATION	
SECTION B	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>1. Demonstrate an understanding of the concepts, and principles of general practical Firemanship procedures.</p>	<p>1.1 Narrate the foundation of Firemanship</p> <p>1.2 Identify principles of general practical Firemanship procedures.</p> <p>1.3 Describe the importance of Firemanship</p> <p>1.4 Document Fire safety policies and procedures</p> <p>1.5 Explain fire prevention & safety policies and procedures readily accessible</p> <p>1.6 Outline Building Control regulations</p> <p>1.7 Outline the requirements of the buildings control Act</p> <p>1.8 Discuss fire ground Communication methods</p> <p>1.9 Conduct basic fire drills.</p>
<p>2. Apply theory and best practice of occupational Fire safety and prevention management in dealing with fire issues in the workplace</p>	<p>2.1 Describe the importance of adherence to occupational Fire safety and prevention management principles and legislation in a work context.</p> <p>2.2 Identify various theories that relate to occupational Fire safety and prevention management</p> <p>2.3 Apply principles occupational Fire safety and prevention management principles and legislation in a work context or line of duty</p> <p>2.4 Contribute to the implementation of occupational Fire safety in the workplace</p> <p>2.5 Apply theory and best practice with regard to management, adherence to occupational Fire safety and prevention management</p> <p>2.6 Explain the need for Management Commitment to fire management, and employee involvement.</p>

<p>3. Identify risks and typical hazards in the workplace and recommend remedial actions.</p>	<p>3.1 Discuss the importance of assessing risks and typical hazards in the workplace.</p> <p>3.2 Explain ways of eliminating fire risks, at the workplace.</p> <p>3.3 Describe control measures to be taken so as to prevent fire hazards in the workplace</p> <p>3.4 Describe procedures and process to determine hazardous conditions and their controls.</p> <p>3.5 Determine the workplace Fire potential</p> <p>3.6 Assess building design and installation to check for hindrances.</p> <p>3.7 Assess and manage Fixed Fire installations</p>
<p>4. Demonstrate the Application of Fire Safety Leadership qualities</p>	<p>4.1 Explain the importance of application of Fire Safety Leadership in the workplace.</p> <p>4.2 Discuss Fire crews management strategies</p> <p>4.3 Explain Fire Safety Leadership qualities</p> <p>4.4 Explain the strategies for applying discipline, motivation, PTS Debriefing, special Incident Command, senior Management and Incident Command</p> <p>4.5 Describe leadership skills needed in taking charge of fire situations.</p>
<p>5. Apply their knowledge of Fire Technology in fire control</p>	<p>5.1 Describe Fire Technology in fire control</p> <p>5.2 Explain Fire Technology in fire control.</p> <p>5.3 Explain the maintenance requirements for fire equipment.</p> <p>5.4 Demonstrate the operation of Fire Safety Technology</p> <p>5.5 Discuss the advantages and disadvantages of Fire Suppression system</p>
<p>6. Apply the knowledge on fire prevention procedures in the workplace</p>	<p>6.1 Explain Fire risk assessment</p> <p>6.2 List steps involved in fire inspections</p> <p>6.3 Discuss fire safety procedures in the workplace</p> <p>6.4 implement evacuation procedures</p>
<p>7. Provide public Fire Safety training</p>	<p>7.1 conduct training on fire safety</p> <p>7.2 Identify training needs for an organisation</p>

	7.3 develop training materials 7.4 plan for fire safety training 7.5 Assess and evaluate training done
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QUALIFICATION STRUCTURE			
SECTION C			
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Introduction to office systems & procedures	4	5
	Building Construction	4	5
	Human Resource Management	4	5
	Perusing Building plans	4	5
CORE COMPONENT Subjects / Units / Modules /Courses	Aviation Fire Safety	5	5
	Fire Service Leadership	5	10
	Fire Safety Principles and Practice	5	10
	Incident Command	5	10
	Fire Suppression Technology	5	10
	Instructional techniques	5	10
	Project (Fire Prevention)	5	10

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	Health and Safety Management	5	10
	Fire Service Science	5	10
	Fire Investigation	5	10
ELECTIVE COMPONENT Subjects / Units / Modules /Courses Choose one	Introduction to ICT	5	5
	Fire fighter 1	5	5
Rules of combinations, Credit distribution (where applicable):			
Level 4 consists of 20 Credits Level 5 consist of 100Credits Total Credits = 120 Credits The credit combination for this qualification is 20 credits from 4 fundamental components, and 95 credits from 14 core components and 5 credits from an elective module. Candidates are required to complete the pre-requisite modules in fire safety to progress between semesters as tabulated below.			
Core Modules		Prerequisite	
Fire Prevention and Management		Health and Safety Management	
Fire Investigation		Fire Service Science	
Health and Safety Management		Building Construction	
Fire Service Leadership		Human Resource Management	
Aviation Fire Safety		Fire Safety Standards & Audit	

ASSESSMENT AND MODERATION ARRANGEMENTS

Assessment strategies, requirements, and weightings

All assessments, formative and summative, leading/contributing to the award of credits or a qualification will be based on learning outcomes and/or sub-outcomes.

Continuous Assessment:

Formative assessment or continuous assessment contributing towards the award of credits will be based on qualification outcomes. The outcomes of each module in the qualification are assessed through Continuous Assessment covering all the outcomes. Continuous Assessment will contribute 50% towards the final grade.

Summative (Final Exams)

Candidates will undergo assessment including written final examination for each module which contributes 50 % of the final mark for that module. Final examination will be conducted on completion of the modules. All the outcomes of the module will be assessed in the final examination. Final examination will contribute 50% to the Final grade. and a minimum 50% in the Final examination are the requirements to Pass a module.

Assessors and Moderators

Assessors and Moderators should be accredited by Botswana Qualification Authority

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) refers to the principles and processes in line the relevant National and ETP policies. Implementation of RPL shall also be consistent with requirements, if any, prescribed for the field or sub-field of study by relevant national, regional or international professional bodies.

Students who are able to demonstrate that they have already fulfilled some of the learning outcomes of the qualification by means other than attendance on the planned qualification, and will be able, by completing the remaining requirements, to fulfill the learning outcomes of the qualification and attain the standard required for the award, may be admitted with advanced standing, thus exempting them from some modules or stages of the qualification.

If the student's prior learning is not certificated, the student's learning will be assessed directly, either by requiring the applicant to take the normal progression assessments of the qualification or by some other appropriate form of assessment. This will be laid out in the Recognition of Prior Learning (RPL) policy.

Candidates will submit evidence of prior learning and current competence and/or undergo appropriate forms of RPL assessment for the award of credits towards the qualification in accordance with applicable RPL policies and relevant national-level policy and legislative framework. Implementation of RPL shall also be consistent with requirements, if any, prescribed for the field or sub-field of study by relevant national, regional or international professional bodies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Articulation and Progression Pathway

The qualification articulates horizontally with various qualifications in Fire Safety certificates offered locally and internationally. Systemic articulation is possible horizontally and vertically with qualifications offered by other institutions, provided students meet the minimum admission requirements. The possibilities are:

Horizontal Articulation:

Certificate V in Fire Management- NCQF Level 5

Vertical Articulation:

Diploma in Fire Safety NCQF Level 6

Employment

Graduates will have requisite competencies and attributes to work as:

- Fire Safety supervisor or coordinator at a start-up.
- Working in Council/Mining Fire Department in a management position.
- Self-employed - Consultant embarking Fire health and safety operations.
- Fire Suppression technician possibility

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated total credits of 120 inclusive of the fundamental, core and elective components, to be awarded the qualification.

Certification

Candidates meeting prescribed requirements will be awarded the qualification and a certificate in accordance with standards prescribed for the award of the qualification and applicable policies.

REGIONAL AND INTERNATIONAL COMPARABILITY						
Fire Safety Qualification was benchmarked with similar qualifications, Institute of Fire Engineering (UK) and similar qualification Indian Institute of Fire Engineering (India). The content covered and the duration of the qualification is easily comparable with other similar qualifications. Similar qualification is offered at international institutions.						
Qualification Developer	Qualification	Field	Main Exit Outcome(s)	Domains covered and credit weighting	General Entry Level	Duration / Credit
The Institute of Fire Engineers (SA)	Certificate in Basic Fire Safety	Health and Social Services	Demonstrate an understanding of the concepts, theories and principles of Basic Fire Safety	Fire prevention Fire Safety Principles and Practice	Completed Grade 11	3 Months
IFE(UK)	Certificate in Fire Safety	Health and Social Services	Apply knowledge of the concepts, theories and principles of Fire Safety	Fire prevention Fire Service Science	Leading Firefighter Certificate Or O level Certificate	1 Year
Indian Institute of Fire Engineering(Indian)	Certificate in Fire Safety	Health and Social Services	Apply knowledge of the concepts, theories and principles of Fire Safety	Fire prevention. Fire Safety Principles and Practice	Completion of O-Level	6 Months
Summary of Similarities and Differences Observed						
<p>This qualification compares well with The Institute of Fire Engineers (SA) as well as Institute of Fire Engineers (IFE-UK) as well as Indian Institute of Fire Engineering(Indian) in terms of basic content coverage such as Fire Prevention and Management, Fire Safety Principles and Practice Fire Service Science, Fire Safety Standards & Audit, Fire Investigation and Fire Safety Legislation. The qualification is also similar with Institute of Fire Engineers (IFE-UK) in terms of duration which is 1year.</p> <p>The differences are in the duration of the qualification, The Institute of Fire Engineers (SA) has a duration of 3 months, as Institute of Fire Engineering –India is 6 months, whereas this qualification has a duration of 1 year.</p>						



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REVIEW PERIOD
The Qualification will be reviewed every 5 years.