

QUALIFICATION SPECIFICATION						SECTION A	
QUALIFICATION DEVELOPER		Cathedral Commercial School					
TITLE	Certificate V in Health and Safety Management				NCQF LEVEL	5	
FIELD	Health and Social Services		SUB-FIELD	Health and 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					136		
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>RATIONAL AND PURPOSE</p> <p>This qualification is designed to accommodate the needs of a wide cross section of industry personnel. The qualification provides evidence of the attainment of an intermediate level of workplace health and safety knowledge as well as recognizing competencies associated with a range of workplace safety and health issues from specific industries.</p> <p>This qualification has been designed to enable learners to fit in any industries with an Occupational Health and Safety requirement. The compulsory section covers the common health and safety skills and knowledge required by all industries whereas the elective sections enable different industries to choose the standards, domains, or subfields that suit their requirements.</p> <p>The International Labor Organization (ILO) sets forth the principle that workers must be protected from sickness, disease and injury arising from their employment. Yet for millions of workers the reality is very different. According to the most recent ILO global estimates, 2.78 million work-related deaths are recorded every year, of which 2.4 million are related to occupational diseases. In addition to the immense suffering caused for workers and their families, the associated economic costs are colossal for enterprises, countries and the world. The losses in terms of compensation, lost workdays, interrupted production, training and reconversion, as well as health-care expenditure, represent around 3.94 per cent of the world's annual GDP (World Safety at Work Day, ILO, 2018). The qualification seeks to reduce work related accidents that affect the national GDP by equipping</p>							

learners with the necessary skills to combat any work related incidences.

Employee's rights at times stumbled upon without the right representation in the workplace as emphasized by the safety at work act of 1974 under employee's responsibilities. Regular breaks and time-off are entitlements to the employee and at times the employee has to be taught such rights which can be done by the health and safety officer who studies this qualification.

An industrial survey was carried out and results proved beyond doubt that the qualification is viable, sustainable and relevant. An introductory qualification into a career in Occupational Health and Safety is necessary and meets industrial demands and standards. Safety skills are essentials in today's world, risk assessment, incident prevention and general safety precautions are a must for any employee in the place of work in any industry.

This certificate is designed to provide learners with opportunities for professional development and career advancement within Occupational Health, Safety and Environment (OHSE). It will assist those health and safety professionals who play an increasingly complex and crucial role in ensuring the health and safety of employees have a well-grounded and comprehensive understanding of the key issues that are essential to meet these high demands. Prospective health and safety professionals will also have a firm foundation on OHSE which will help them in the line of work or if they progress to diploma. It covers the key issues involved at ground level and is designed to cover general health and safety issues with the specifics being incorporated in the Elective category.

Botswana's economy is ever on the rise and according to vision 2036, this gives the need for skilled manpower to aid in industry. Worldwide, occupational injuries and accidents have resulted in Governments losing large sums of money and manpower through occupational deaths and disabilities. Botswana is no exception to this situation as explained by the number of accidents and injuries reported at the recently shut down BCL mine .this qualification seeks to equip learners with skills to assist with provision of safe, safety and productive environments.

Occupational health & safety qualification will contribute enormously in the prevention of work related disease and injuries, the reduction of risk factors associated with specific occupational diseases. This will be in line with the Botswana 2036 health and wellness vision (Vision 2036 page 30).

There is a critical need in the industry to recognize learner competence regarding essential operations associated with a healthy, safe and productive working environment. This qualification is the entry level to a career path in one of the areas of specialization in Occupational Health, Safety and Environment (OHSE). It is generic enough to allow maximum mobility within the field of application. Obtaining formal qualifications in HSE will enable the learner to operate in a wide range of environments.

ENTRY REQUIREMENTS (including access and inclusion)

Entry requirements:

To be admitted into the program, the candidate must have satisfied the minimum conditions for entry outlined below:

- i. NCQF level IV in General Education or TVET or equivalent with passes in any Science subject, English language and any other relevant subjects; OR
- ii. Certificate III, NCQF level 3 (General Education or TVET) with Recognition of prior learning to at least 40 credits at NCQF level 4;
- iii. Students with relevant work in Health and Safety or related area will be considered for entry under RPL and CAT as prescribed in the specific institutional policy.

Applications with qualifications over and above the minimum stipulated ones will have an added advantage.

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
<ul style="list-style-type: none"> Interpret and apply legislative requirements, industry standards, and best practices in a variety of workplaces. 	<ul style="list-style-type: none"> Apply knowledge of relevant legislative instruments that relate to specific industry. An ability to seek out industry standards relevant to their particular industry Design and Develop best working practices relevant to workplaces. 	
<ul style="list-style-type: none"> Apply risk management principles to anticipate, identify, evaluate and control physical, chemical, biological and psychosocial hazards 	<ul style="list-style-type: none"> Sufficiently carry out workplace inspection to identify hazards. Establish all work equipment found in the place of work, their importance of use and common associated hazards and their controls Comprehensively carry out risk assessment to establish related hazards and risks Evaluate OHSE management programs 	
<ul style="list-style-type: none"> Design, support, and evaluate health and safety programs and implement procedures using project management principles and processes appropriate to the task. 	<ul style="list-style-type: none"> Design measures suitable to control any given work related hazards. Be able to write reports after inspections and communicate with management and employees concerning identified risks. Implement employee wellness campaigns Develop training materials and conduct OHSE trainings. 	
<ul style="list-style-type: none"> Apply basic adult learning and assessment principles in the design, development and delivery of training and information for differing levels within the workplace. 	<ul style="list-style-type: none"> Effectively communicate the company health and safety to all, with the aim of developing a healthy safe working culture. Monitor and evaluate any initiated health measures designed to control hazards and risks Effectively implement proactive measures to control risks before they may cause harm. 	

<ul style="list-style-type: none">• Affect/manage change by advancing OH&S principles within management systems, cultures, practices, and priorities	<ul style="list-style-type: none">• Identify potential common issues which could have an impact on employee's health and safety in a day to day commercial environment.• Develop workplace health policy to manage any work related hazards.• Develop and implement relevant safety programs to ensure current and anticipated risks are controlled and managed.
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QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Introduction to Computer	5	12
	Business communication	5	12
CORE COMPONENT Subjects / Units / Modules /Courses	Accident and emergency procedures	6	18
	Essentials of health and safety legislation	6	18
	Safety practices and principles	5	16
	Occupational Health and safety practices	5	16
	Organisational behaviour and ethics	5	16
	Environmental management	5	16
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	Occupational Health Diseases	5	12
	Occupational Health law	5	12
Rules of combinations, Credit distribution			
<p>The qualification consists of the following: Two fundamental modules at level 5 with 24 credits Six Core modules with 100 credits 1 elective with 12 credits</p> <p>Total credits 136</p>			

EVALUATION AND MODERATION ARRANGEMENTS
<p>Assessment</p> <p>All assessments leading to the awarding of this qualification will be based on learning outcomes associated with the following assessment criteria;</p> <ol style="list-style-type: none"> Formative assessment <ul style="list-style-type: none"> 2 Assignments - 10% Midterm Examination- 20% <p>The weighting of formative assessment is 30% of the final assessment mark</p>

2. Summative Assessment

- Final Examination 70%

The weighting of summative assessment is 70% of the final mark

Internal Moderation

All assessment tools undergo internal moderation. Once an exam paper has been set, it is moderated by internal moderators who are field specialists. Their job is to ensure that the questions are based on and aligned to the learning outcomes for the qualification and that the paper is a valid assessment tool. The internal moderators also ensure that the suggested answers and marking schemes are appropriate and fair. They check that the final version of the question paper, suggested answers and marking scheme have been set in accordance with the standards required for the level of the exams. They also ensure that there is no duplication of items in the assessment instruments or avoid unnecessary overlap with other papers and ensure progression. After marking, exam papers are checked by internal moderators and submitted to the academic board for approval before external moderation.

External Moderation

All assessments leading to the award of this qualification will be externally moderated. Where the qualification is offered or awarded in collaboration with other institutions, external moderation processes and standards followed will be consistent with the NCQF quality standards. Results are published after external moderation through the Academic Board or similar structure.

Re-assessment

In order to qualify for the reassessment the candidate should have obtained minimum of 40% in the final assessment. Those falling below this minimum level of attainment should be considering for retake.

RECOGNITION OF PRIOR LEARNING

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 RPL Assessor. Candidates wishing to apply for RPL will be assessed in accordance with the national RPL policy developed by HRDC and the ETPs developed policy.

Credit Accumulation and Transfer System (CATS) will also be implemented for this qualification in accordance with relevant policies and procedures for respective ETPs offering this qualification. CATS General Rules.

- The recognition of credits for the purposes of transfer from one qualification to another is determined by the nature of the qualifications.
- All credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification; or may be recognised by a different institution as meeting part of the requirements for a different for the same qualification.
- A Maximum of 50% of the credits of a completed qualification may be transferred to another qualification to protect the integrity of qualifications by ensuring that the exception does not become the norm.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

The course cuts across major industries wherever people are engaged in work and the work poses harm to all working in that environment. The course is designed to enable safe working conditions in all atmospheres to preserve life and instill safety in all work being carried out. Any individual can do the course especially to encourage safe working conditions that eliminate harm.

Candidates may progress to a diploma or degree in Occupational health and safety at any recognized Institution of higher learning.

LEARNING PATHWAYS

Vertical Articulation

The certificate can also be a get way into the following qualifications:

Diploma in Safety Management

Diploma in health and Safety

Diploma in Environmental Management

Horizontal Articulation

Certificate V in Risk Management

Certificate V in Environmental Management

Certificate V in Quality Management

EMPLOYMENT PATHWAYS

The certificate in Occupational health and safety cuts across different fields. The following are some positions one can attain after pursuing the degree:

- Safety officer
- Occupational health officer
- Risk controller

QUALIFICATION AWARD AND CERTIFICATION

Upon completion of the qualification, meeting the 136 total credits and have satisfied the examiners, the institution through its examination board will confer the certificate in Safety Health and Environment to the learner.

REGIONAL AND INTERNATIONAL COMPARABILITY

In an effort to establish the international comparability and the suitability of the qualifications and its component is vital in the development of the countries in the region. A number of international qualifications were identified as representative of a few schools of thought in tertiary education in Occupational Health, safety and environment and placed on a matrix with the Botswana initiatives, to compare content and depth as best as possible. During the comparison, two main aspects on which to base the comparisons, were isolated:

- The number of qualifications in which a subject/aspect were represented, as an indication of the significance or importance of the aspect to be included in human resources management qualification at this level.
- The number of subjects/aspects represented in a qualification as an indication of how well that qualification covers the breadth of possible aspects in the field of human resources management

Institute	Duration	Modules	Credits	
Cathedral Commercial School	1 year	10	136	
Bright Training and safety wear	1 year	6	120	
National environmental safety and health training association	1 year	6	120	
The south African red cross society	1 month	4	120	
REVIEW PERIOD				
The program will be reviewed after a period of 5 years.				