

QUALIFICATION SPECIFICATION								SECTION A	
QUALIFICATION DEVELOPER		Imperial School of Business and Science (ISBS)							
TITLE		Certificate V in Logistics and Transport Management				NCQF LEVEL		5	
FIELD		Business, Commerce and Management		SUB-FIELD		Logistics and Transport Management			
New qualification		√		Review of existing qualification					
SUB-FRAMEWORK		General Education				TVET			
		Certificate		√		Diploma			
QUALIFICATION TYPE		Bachelor Honours				Master			
CREDIT VALUE						120 Credits			
RATIONALE AND PURPOSE OF THE QUALIFICATION									
Botswana is in the heart of Southern Africa and therefore it gives the nation a geographical advantage to become the hub of Logistics and Transport. The government's long-term strategy to create a SADC business centre will require trained graduates in Transport and Logistics qualification. Human Resource Development Council (HRDC) has identified 12 key sectors of economy, which are derived from the national strategies and priorities such as the Economic Diversification Drive Botswana. Logistics and Transport Management is an identified crucial field under the Transport and Logistics Sector which demonstrates the need of this qualification in the Botswana market (BHRDS Fair and Career Clinics 2018. Pages 154-168 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. Furthermore, the President of Botswana has recently unveiled an Economic Stimulus Programme (ESP) (ESP Launch BOPA 2016, Daily News. http://www.dailynews.gov.bw/news-details.php?nid=26093) a strategy for employment and Growth whose objective is to stimulate the economy for the coming years. This package focuses on certain industries in the country and one of the areas is in Logistics and Transport.									

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

Botswana has the capacity to serve as a satellite hub complementing South Africa and to service niche sectors and under-served routes, and thus to expand its air, freight and air passenger volumes. Botswana's growing tourism market will be aligned to growing cargo and logistics capacity and opportunities within the country. (<https://www.globalafricanetwork.com/>, 2018, *Investment-opportunities/opportunities-in-the-botswana-cargo-freight-and-logistics-industry/*). The same view is shared by Human Resource Development Council (HRDC) Botswana that, The Transport and Logistics sector is comprised of the different sub-sectors named in respect of modes of transport namely road, 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 thereby opening up for opportunities of establishing companies that could profit well and create employment. (<http://www.hrdc.org.bw/transport-logistics-sector>,2018)

This winning combination sets up the learners, unsurprisingly, for careers in the Logistics and Transport sectors. Equally if they are looking for something a little different, this diploma will equip them with transferable skills applicable to other industries too, as well as equipping them with the knowledge and skills to start their own businesses.

Purpose of the Qualification

The purpose of the Certificate V in Logistics and Transport Management is to enable learners to:

- Acquire the knowledge of basic supply chain concepts and the purchasing process.
- Identify logistics function and its interrelationship with the business as a whole.
- Use logistics as a source of competitive advantage
- Demonstrate basic ways of fulfilling transport requirements.
- Acquire skills in computer essentials.
- Identify and organise operational marketing requirements of logistics and transport to facilitate the process of marketing.
- Identify and list Botswana Import and Export documentation.

- Develop effective communication skills.
- Develop negotiation skills in dealing with prospective customers.
- Develop Basic Accounting skills.

ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

- Candidates who have successfully completed Certificate IV, NCQF Level 4 (General Education or TVET) or equivalent.
- Recognition of Prior Learning (RPL) and Credit Accumulated Transfer (CAT) will also be considered for access to the qualification Certificate V in Tourism.

QUALIFICATION SPECIFICATION B		SECTION
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
On successful completion of the Qualification, the learners shall be able to:	Learners ability to	
1. Communicate effectively with national and international clients pertaining to business matters.	1.1. Write business letters to share queries feedbacks or responses with respect to business-related matters. 1.2. Compile reports on events or day to day business operations of an organization 1.3. Provide oral and written responses to the queries and concerns of national and international stakeholders.	
2. Work with Computer Applications such as, Microsoft word, excel and PowerPoint for creating documents, record business transactions and prepare documents for presentation.	2.1 Work effectively with a computer to create, edit and save documents 2.2. Prepare electronic documents, save and file them for future retrieval.	

	2.3. Manage files in both word and pdf documents and arrange them to find it easily with password protection. 2.4. Prepare presentation slides for conducting workshops and seminars in an organization
3. Execute broad range of practical skills to coordinate people at the workplace to work effectively for attaining the target business goals.	3.1. Coordinate and assist people in the organization to perform varies departmental activities to assist people in the organization. 3.2. Monitor day to day business operations, 3.3. Develop a positive environment in the workplace with national and international clients.
4. Execute strategic skills in sourcing, selecting and purchasing materials for the day to day operations of an organization.	4.1. Demonstrate time management strategies. 4.2 Explain various negotiation skills in logistics and transport operations. 4.3. Illustrate persuasive strategies to convince customers with respect to the products and services of an organization 4.4. Demonstrate the strategies to work with the people as a team.
5. Demonstrate supervisory skills in handling the company's physical resources	5.1. Demonstrate how to plan, direct, purchase or conduct warehousing activities for an organization. 5.2. Explain the suitable economic environment for logistics and transport operations. 5.3. Explain how to solve the impending problem in logistics and transport operations.

	5.4. Prepare a purchase order including the details of the product, price, delivery period, payment terms etc. 5.5. Demonstrate how to supervise physical movement of goods 5.6. Demonstrate proper packaging procedure to ensure ▪ Damage protection ▪ Storage space economy. 5.7. Demonstrate various tools and frameworks used in logistics and management.
6. Develop basic accounting skills to update Organisational bookkeeping standards.	6.1. Prepare income statements of a company 6.2. Produce balance sheets of financial transactions 6.3. Prepare statements of cashflows in an organization 6.4. Record cash transactions of a business entity.
7. Demonstrate transport management skills to organize people and merchandise to run logistics and transport operations.	7.1. Draft a fleet plan for easing movements of people and he merchandise in an organization. 7.2. Demonstrate the strategies of resource allocation 7.3. Prepare import and export documents for the border clearance for the goods and services for an organization 7.4. Illustrate the safety and security procedures with regards to ▪ Knowledge of relevant equipments ▪ Policies, procedures and strategies to promote security operations.

QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Introduction to Business Communication	4	10
	Introduction to Computer Applications	4	10
CORE COMPONENT Subjects / Units / Modules /Courses	Introduction to Accounting	5	12
	Principles of Purchasing and Supply	5	12
	Principles of Logistics	5	12
	Principles of Transport Management	5	12
	Principles of Economics	5	14
	Principles of Management	5	12
	Introduction to Quantitative Methods	5	14
	Health and Safety	5	12
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	N/A		
Rules of combinations, Credit distribution (where applicable):			
Rules of combinations.			
Credit Distribution:			
The credit distribution for Level 4 and Level 5 of the Qualification Certificate in Logistics and Transport Management.			
Level 4 Modules		20 Credits	
Level 5 Modules		100 Credits	
Total Number Of Credits		120 Credits	
The credit distribution of Fundamental and Core of the Qualification Certificate in Logistics and Transport Management			
Fundamental Modules		20 Credits.	
Core Modules		100 Credits.	
Total Number Of Credits		120 Credits	

ASSESSMENT AND MODERATION ARRANGEMENTS

ASSESSMENT ARRANGEMENTS

Types of Assessment.

Assessment will be done as follows:

ASSESSMENT TYPE	WEIGHTING (%)
Formative	70%
Summative	30%

MODERATION ARRANGEMENTS

Moderation will be done both internally and externally. Arrangements and commitment to implement pre assessment and post assessment moderation will be taken place as stipulated and described in internal assessment and moderation policies and guidelines.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)

Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) will be considered as a provision for awarding the qualification Certificate (V) in Logistics and Transport Management in line with the institutional relevant policies and guidelines.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

Vertical Progression Arrangement.

1. Diploma in Logistics and Transport Management
2. Diploma in Procurement and Supply
3. Diploma in Supply Chain Management

Horizontal Progression Arrangement.

1. Certificate V in Procurement and Supply
2. Diploma in Supply Chain Management

Employment pathways

The following are the employment pathways for a graduate who has successfully completed this qualification:

- Assistant Supervisor at a start-up in Logistics and Transport Companies
- Assistant Supervisor in Purchasing, supply-chain and distribution Companies
- Transportation, freight and logistics coordinator.
- Warehouse, storage and inventory coordinator.
- Assistant Public transport officer.
- Working as a consultant in the logistics field.

QUALIFICATION AWARD AND CERTIFICATION

QUALIFICATION AWARD

For the candidates to be awarded Certificate V in Logistics and Transport Management they must pass all modules and obtain 120 Credits of the Qualification.

CERTIFICATION

Candidates who fulfil all the requirements will be issued with a certificate and transcript in Certificate V in Logistics and Transport Management.

REGIONAL AND INTERNATIONAL COMPARABILITY

Certificate V in Logistics and Transport Management Qualification was benchmarked with similar qualifications Certificate V in Logistics and Transport offered regionally by Zonal Training Institute, Mombasa, Kenya and Internationally by Axsell College Malaysia. The content covered and the duration of the qualification is easily comparable with other similar qualifications.

QD	Qualification	Field	General Entry Level	Duration / Credit
Zonal Training Institute, Mombasa, Kenya	Certificate in Logistics and Transport Management	Business, Commerce and Management	• Certificate IV, KNQF Level 4	1 Year
Axsell College Malaysia.	Certificate in Logistic Management.	Business, Commerce and Management	• Certificate IV, NQF Level 4	1 Year

Zonal Training Institute, Mombasa, Kenya & ETP's Submitted qualification

1	Zonal Training Institute, Mombasa, Kenya	ETP's Submitted qualification
1	Management in Logistics and Transport Environment	Introduction to Business Communication
2	Customer Care and Service Quality	Introduction to Computer Applications
3	Warehousing and Inventory Management	Introduction to Accounting
4	Managing Resources	Principles of Purchasing and Supply
5	Introduction to Procurement & Supply Chain Management	Principles of Logistics
6	Fleet and Freight Management	Principles of Transport Management
7		Principles of Economics
8		Principles of Management
9		Introduction to Quantitative Methods
10		Health and Safety

1.Summary of Regional Comparability Zonal Training Institute, Mombasa, Kenya & ETP's Submitted qualification

Certificate V in Logistics and Transport Management Qualification was benchmarked with similar qualifications offered Regionally with Certificate in Logistics and Transport Management offered by **Zonal Training Institute, Mombasa, Kenya**

The total credit weighting of the qualification is 120 and the duration is 1 year following NCQF certificate Level - IV. The Fundamental and Core modules pertaining Certificate in Logistics and Transport Management are easily comparable with the qualification. The strength of the submitting qualification is the inclusion of the modules Introduction to Computer Applications, Introduction to Accounting, Principles of Economics and Health and Safety.

2. Axsell College Malaysia. & ETP's Submitted qualification

2	Axsell College Malaysia.	ETP's Submitted qualification
1	Foundation in Logistics Management	Introduction to Business Communication
2	Transportation system and Management	Introduction to Computer Applications
3	Inventory Management and Principles	Introduction to Accounting
4	Business Logistics Management and Principle	Principles of Purchasing and Supply
5	Import and Export Management	Principles of Logistics
6	Logistics Management Practice.	Principles of Transport Management
		Principles of Economics
		Principles of Management
		Introduction to Quantitative Methods
		Health and Safety

2.Summary of Axsell College Malaysia.& ETP's Submitted qualification

Certificate V in Logistics and Transport Management Qualification was benchmarked with similar qualifications offered Internationally with Certificate in Logistics Management offered by **Axsell College Malaysia**

The total credit weighting of the qualification is 120 and the duration is 1 year following NCQF certificate Level - IV. The Fundamental and Core modules pertaining Certificate in Logistics and Transport Management are easily comparable with the qualification. The strength of the submitting qualification is the inclusion of the modules Introduction to Computer Applications, Introduction to Accounting, Principles of Economics and Health and Safety

REVIEW PERIOD

The qualification will be reviewed every 5 years.