

QUALIFICATION SPECIFICATION							
SECTION A							
QUALIFICATION DEVELOPER		Ministry of Employment, Labour Productivity and Skills Development					
TITLE	Certificate III in Carpentry and Joinery					NCQF LEVEL	3
FIELD	Physical Planning and Construction			SUBFIELD	Carpentry and Joinery		
New qualification		✓	Review of existing qualification				
SUB-FRAMEWORK	General Education			TVET	✓	Higher Education	
QUALIFICATION TYPE	Certificate		✓	Diploma		Bachelor	
	Bachelor Honours			Master		Doctor	
CREDIT VALUE						40	
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>RATIONALE</p> <p>The Botswana Vision 2036 states that development of the human capital, the informal sector and the micro and small enterprises (MSES) are essential in achieving the VISION 2036 pillars, in particular, Sustainable Economic Development and Human and Social Development. Although Botswana has been fortunate to experience unprecedented economic growth since independence, this has not generated enough jobs to reduce unemployment. The most severely hit group amongst the unemployed is the youth, who account for about 51.7 % of the total unemployed, with the 15-19 age group most affected.</p> <p>The Botswana Education and Training Sector Strategic Plan (ETSSP 2015-2020) marks a significant milestone in our collective efforts as a nation to bring about a more diversified, knowledge-based economy. Through a planned and careful development of human capital. The ETSSP seeks to refocus our education and training towards fulfillment of social and economic aspirations identified in our Revised National Policy on Education (RNPE) 1994, the National Development Plan, Vision 2036 and as well as the Millennium Development Goals (MDG). In particular, the ETSSP is intended to strengthen the match between qualifications and labour market requirements, thereby ensuring that education and training outputs are more closely aligned to socio-economic development needs of the country. In line with this strategic goal, the HRDC report on top occupations in demand of 2016 has identified Carpentry & Joinery as some of the priority skills for the manufacturing sector.</p>							

Consultation with Industry and relevant professional bodies

This curriculum emphasizes the complex outcomes of a learning process (i.e., knowledge, skills and attitudes to be applied by learners) rather than mainly focusing on what learners are expected to learn about in terms of traditionally defined subject content. In principle such a curriculum is learner-centered and adaptive to the changing needs of students, teachers and society. It implies that learning activities and environments are chosen so that learners can acquire and apply the knowledge, skills and attitudes to situations they encounter in everyday life. Competency-based curricula are usually designed around a set of key competences/competencies that can be cross-curricular and/or subject-bound. Education and training which aim to equip people with knowledge, know-how, skills and/or competences required in particular occupations or more broadly on the labour market. All qualifications frameworks, however, provide a basis for improving the quality, accessibility, linkages and public or labour market recognition of qualifications within a country and internationally.

Therefore, this qualification intends to strengthen the match between construction qualification and Labour market requirements, ensuring that education and training outputs are more closely aligned to socio-economic development needs of the country, particularly Carpentry and Joinery.

PURPOSE

The purpose of this qualification is to produce carpentry and joinery artisan assistants with competence to perform a range of functions inclusive of the following:

- Business communication,
- Use of ICT,
- Craft related calculations,
- Safety Health and Environmental Risks (SHER),
- Select, use and maintain woodworking hand and power tools,
- Identify wood products,
- Fit internal Carpentry, identify and describe access equipment and
- Read and interpret drawings.

People holding this qualification should be able to perform routine work under supervision and take some responsibility for own learning and completion of work.

ENTRY REQUIREMENTS (including access and inclusion)

Minimum Entry Requirements

NCQF Level II or equivalent shall be required for candidates to be accepted into Certificate III in Automotive Engineering.

CAT and RPL

Applicants who do not meet the above criterion but possess relevant industry experience may be considered using RPL for access. Those who may have accumulated relevant credits for a component of this qualification may also be considered for access through CATS in accordance with relevant national and ETP policies.

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
Communicate with clients, colleagues and others using appropriate forms of communication techniques.	<ul style="list-style-type: none"> • Use written, verbal, non-verbal communication appropriate to the target audience. • Interpret stipulated instructions or requirements. • Apply information acquired in the performance of tasks or discussions with other people. • Apply relevant definitions, terminology, abbreviations and language. • Present information using appropriate language and formats. • Construct clear sentences to produce a written logical and coherent piece of writing. • Use appropriate presentation formats and styles of writing to produce error free business documents. 	
Use ICT for information retrieval and processing as well as communication and collaboration with others	<ul style="list-style-type: none"> • Use ICT responsibly and ethically. • Manage information using ICT. • Organize and synthesize information using ICT. • Implement data loss prevention strategies using ICT • Present information in a variety of formats using ICT 	
Show ability to select, use and maintain common woodworking hand and power tools in accordance with manufactures requirement.	<ul style="list-style-type: none"> • Demonstrate how to adhere to health and safety standards. • Examine the nature of work to be done to determine tools to be used. • Select and use appropriate hand and power tools for specific purpose. • Carry out maintenance of hand and power tools in accordance with manufacturer's instructions and manufacturers requirement. • Perform quality checks on work done and make improvements as needed. 	

	<ul style="list-style-type: none"> • Clean and store hand and power tools after use in accordance with organizational requirements. • Clean or tidy up the work area in accordance with organizational requirements.
Demonstrate knowledge and understanding of characteristics and uses of material used in Carpentry and Joinery.	<ul style="list-style-type: none"> • Demonstrate how to adhere to health and safety standards. • Examine material specification to be used. • Identify and describe characteristics of materials. • Identify standard sizes and grades of various laminates. • Store materials in accordance with workshop requirements.
Demonstrate knowledge and skills related to construction of basic Woodworking joints	<ul style="list-style-type: none"> • Demonstrate how to adhere to health and safety standards. • Examine job specifications to determine tools and materials to be used. • Prepare the wood pieces according to task given. • Measure and mark the joint according to joint proportions. • Cut and fit the joint accordingly. • Clean and store hand tools after use in accordance with workshop requirements.
Demonstrate knowledge and ability to use access equipment in accordance with established codes of practice.	<ul style="list-style-type: none"> • Demonstrate how to adhere to health and safety standards. • Examine the area to determine the type of access equipment to be used. • Describe various types of access equipment and their uses. • Prepare a work schedule and personnel deployment plan in line with weight to be imposed on the access equipment. • Store access equipment after use in accordance with manufacturers and organizational requirements.
Read and interpret the working drawings	<ul style="list-style-type: none"> • Examine the job specification to determine types of drawing, instruments and equipment to be used. • Select and use appropriate instruments, equipment and associated materials to produce the required working drawings.

	<ul style="list-style-type: none">• Adhere to established codes of practice in relation to use of scale, symbols and graphical representations including freehand sketches and orthographic projections as well as rules of dimensioning.• Present working drawings and associated information using appropriate layouts and formats in line with practice standards.• Perform quality checks on work done and make improvements as needed.• Clean and store tools and equipment after use in accordance with manufacturers' instruction.
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QUALIFICATION STRUCTURE			
SECTION C			
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
CORE COMPONENT Subjects / Units / Modules /Courses	Communication skills	3	3
	Information communication technology I (ICT I)	3	3
	Basic woodworking hand tools and power tools.	3	6
	Carpentry and Joinery materials	3	7
	Basic woodworking joints	3	7
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	Working at heights	3	7
	Basic Engineering drawing	3	7
	N/A		
Rules of combinations, Credit distribution (where applicable): Candidates are required to achieve a total of 40 credits inclusive of 6 credits for fundamentals and 34 credits for core units.			

ASSESSMENT AND MODERATION ARRANGEMENTS
ASSESSMENT ARRANGEMENTS All assessments, formative and summative, leading/contributing to the award of credits or a qualification should be based on learning outcomes and/or sub-outcomes. Formative assessment Formative assessment or continuous assessment contributing towards the award of credits should be based on course outcomes. This can include tests, assignments and projects as well as simulated and real clinical practice or care settings. The contribution of formative assessment to the final grade shall be 60% . Summative assessment

Candidates may undergo assessment including written and practical and simulated projects. The final examination for each course contributes **40 %** of the final mark for that course. All summative practical assessments must be conducted in simulated or real work settings.

MODERATION ARRANGEMENTS

There will be internal and external moderation undertaken by moderators registered and accredited by BQA or any other recognized authority. All processes and procedures will be in line with NCQF requirements. This will be conducted in reference to the institution's moderation policy and procedures.

RECOGNITION OF PRIOR LEARNING (RPL)

Candidates may 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 BQA RPL policy and relevant national-level policy and legislative framework. Implementation of RPL shall also be consistent with requirements, where applicable, prescribed for the field or sub-field of study by relevant national, regional or international professional bodies.

Candidates with relevant prior learning, through formal, informal and non-formal education shall be considered for award and or exemption through Recognition of Prior learning (RPL).

PROGRESSION PATHWAYS

Horizontal Articulation

Graduates of this qualification may consider pursuing related qualifications in the following:

- Certificate III in Furniture Design
- Certificate III in Cabinet Making

Vertical Articulation (qualifications to which the holder may progress to)

Graduates may progress to level four (4) in but not limited to:

- Certificate IV in Carpentry and Joinery

- Certificate IV in Cabinet Making
- Certificate IV in Furniture Design
- Certificate IV in Draughting

EMPLOYMENT PATHWAYS

Holders of this qualifications can work as but not limited to:

- Assistant Carpenter
- Assistant Joiner
- Assistant Cabinet maker
- Machinery Assistant Operator
- Assistant Foreman
- Self Employed

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated total of **40** credits inclusive of the **6** credits for fundamental, **34** credits for core, to be awarded the qualification.

Certification

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

REGIONAL AND INTERNATIONAL COMPARABILITY

South African Qualification Authority (SAQA) Certificate in Carpentry and Joinery NQF level 3 worth 177 credits.

This qualification is intended to develop knowledge, skills and competences on: Demonstrate basic understanding of construction industry, Read and interpret drawing, apply health and safety legislation, set out and prepare construction Carpentry work, Construct and erect steel and timber formwork.

Assessment strategies for the qualification include written assessment and practical tasks. Candidates are required to achieve a minimum of 177 credits inclusive of fundamental worth 46 credits, core worth 121 credits, electives worth 10 credits and compulsory work experience. Holders of this qualification may pursue other qualifications in cognate areas for multi-skilling purposes including but not limited to quantity surveying and interior design. Upgrading graduates may pursue qualifications at intermediate level in areas such as Draughting, Painting and Decoration. Employment pathways for graduates include working as a carpenter, Kitchen unit installer, Joiner wood machinist, Construction Carpenter, Roofer, Ceiling and Partition erector.

Rwandan Technical Qualification Framework (RTQF) certificate in carpentry and joinery TQF level 3, worth 114 credits.

This qualification provides the skills, knowledge and attitudes for a learner to be competent in a range of routine tasks and activities that requires the application of limited range of basic Practical skills in a defined context.

At the end of this qualification, qualified learners will be able to:

- Maintain Health and Safety at workplace.
- Make basic drawings.
- Operate wood working machines.
- Use wood working materials and hand tools.
- Make basic furniture.
- Apply Computer skills.

Assessment strategies for the qualification include Written assessment and practical task.

Candidates are required to achieve a minimum of 114 credits inclusive of fundamental worth of 51 credits, core worth 63 credits.

Holders of this qualification may pursue other qualifications in cognate areas for multi-skilling purposes including but not limited to quantity surveying and interior design.

Upgrading graduates may pursue qualifications include TVET Certificate IV Carpentry or range of other TVET Certificate IV Qualification.

Employment pathways for graduate include working as a Joiner Carpenter, Sofa set designer.

The New Zealand qualification framework (NZQF) certificate in carpentry and joinery ZQF level 3, worth 120 credits seeks to develop knowledge, skills and competences in:

- Engineering drawing
- Setting out, measurement and calculations
- Communication with customers and stakeholders
- Safe use of hand tools and materials
- construction and installation processes and techniques
- joinery work

Assessment strategies for the qualification include Written assessment and practical tasks.

Candidates are required to achieve a minimum of 120 credits inclusive of fundamental, core, electives and a minimum of 80% attendance is required across the programs. Holders of this qualification may pursue other qualifications in cognate areas for multi-skilling purposes such as painting and plastering. Upgrading graduates may pursue qualifications at level 4 in carpentry and joinery or any related trade. Employment pathways for graduates include working as a laborers and apprentices. With additional training or experience, they may go on to further roles in the construction industry such as carpenter, joiner and roofer.

Summary of Similarities and Differences Observed

The qualifications noted above are generally comparable in terms of structure and exit level outcomes. The SAQA qualification shows distribution of credits over core, fundamental and elective units. RTQF has only 99 credits. The NZQF qualifications emphasize a minimum of 80% attendance across the programs as part of requirements for the award of the qualification.

This qualification compares well with the foreign qualifications examined above in that it emphasizes on Carpentry and Joinery skills. What sets it apart from the foreign qualification noted is that it weighs **40** credits (Fundamentals worth **6** credits, Core worth **34**).

REVIEW PERIOD

This qualification shall be reviewed every five years.