

BQA NCQF Qualification Template

DNCQF.FDMD.GD03

Issue No.: 01

SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER			Gaborone University College of Law and Professional Studies											
TITLE	Certificate V in Information and Communication Technology										NCQF LEVEL	5		
FIELD	Information and Communication Technology				Sub-field	Information and Communication Technology				CREDIT VALUE	120			
New Qualification					<input checked="" type="checkbox"/>		Review of Existing Qualification							
SUB-FRAMEWORK		General Education					TVET			<input checked="" type="checkbox"/>		Higher Education		
QUALIFICATION TYPE	Certificate	I		II		III		I V		V	<input checked="" type="checkbox"/>	Diploma		Bachelor
	Bachelor Honours			Post Graduate Certificate					Post Graduate Diploma					
	Masters						Doctorate/ PhD							
RATIONALE AND PURPOSE OF THE QUALIFICATION														
<p>RATIONALE: A number of national policies and strategies have for years pointed out to the need to improve the quality of and expand TVET in Botswana. These include the: Revised National Policy on Education (1994), which called for “provision of more practical and work-related subjects and support for cross curriculum approach” National Policy on Vocational Education and Training which stated among other things that “involve stakeholders in the provision of vocational education and training through joint responsibility for planning, designing, monitoring, financing and implementing programme, providing quality resources”. The two policies also emphasised the need to infuse ICT into the school curricular and where necessary introduce ICT as subject.</p> <p>Human Resource Development Council (HRDC) is currently the main authority in Botswana for determining priority skills needed by the economy for now and for the future. They do this in close collaboration with respective industries, both public and private sector, and there is no better authority than this to guide qualifications and programmes development to address needs of the economy. In their (HRDC) December</p>														

2016 document titled “**Top Occupations in High Demand**” and their subsequent March 2019 document titled “**Priority Skills (Current and Future)**” Information and Communications Technology is an occupation in high demand and will continue to be required for the foreseeable future, or at least up to the year 2028. The priority skills under ICT include Information Management, Information Systems Coordination, Information Security Information Analysis, Solution Development, data Manipulation, etc. Related soft skills are soft skill are Management, Teamwork, Supervisory, Health & Safety and Environment.

Most recently, there is the Education and Training Strategy Sector Plan (ETSSP) - 2015 -2020 which reiterates the issues referred to above, but more importantly putting a lot of emphasis on production of work ready graduates in collaboration with private training providers.

PURPOSE: The purpose of the qualification is to produce graduates with broad technical knowledge to be able to:

- Illustrate oral and written business communication through varied media
- Competently use different types of computer systems in organizations (hardware and software)
- Apply IT networking skills in the workplace
- Maintain and troubleshoot basic IT hardware and software components in the workplace.

ENTRY REQUIREMENTS (including access and inclusion)

- i. Certificate IV (NCQF Level 4) or equivalent.
- ii. Access into the qualification through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) will be provided for learners, and the provision will be in line with ETP policies and National policies on RPL and CAT .

SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Illustrate the effectiveness of oral and written business communication through varied media	<p>1.1 Write effective and concise letters and memos employing appropriate business format.</p> <p>1.2 Prepare informal and formal reports that include analysis and offer recommendations.</p> <p>1.3 Participate in meetings and conduct proper techniques in telephone usage.</p> <p>1.4 Summarize personal achievements and skills in appropriate formats for future employers or academic institutions.</p> <p>1.5 Perform effectively in interviews.</p> <p>1.6 Prepare and deliver an oral presentation utilizing electronic software.</p> <p>1.7 Realize the impact of language usage on applying business etiquette to a variety of professional situations.</p> <p>1.8 Recognize the importance of cultural differences and how they affect communication in a business environment.</p>
2. Use IT support system applications (software and hardware) competently and efficiently	<p>2.1 Describe fundamental IT concepts.</p> <p>2.2 Configure peripheral devices.</p> <p>2.3 Install, configure, and administer at least one server operating system.</p> <p>2.4 Apply basic application support skills.</p> <p>2.5 Describe the different computer systems and associated hardware and network configurations.</p> <p>2.6 Troubleshoot server hardware and software components and peripherals.</p>

	2.7 Maintain a multi-user computer operating system.
3. Apply IT networking skills in the workplace.	<p>3.1 Describe fundamental networking concepts.</p> <p>3.2 Use basic administrative tools for at least one network operating system.</p> <p>3.3 Configure at least one network protocol.</p> <p>3.4 Install, configure and administer at least one server operating system.</p> <p>3.5 Implement and administer a departmental local area network infrastructure.</p> <p>3.6 Deploy and administer of software within a networked environment.</p> <p>3.7 Use a variety of scripting tools and languages to automate routine tasks.</p> <p>3.8 Maintain of a secure local area network.</p> <p>3.9 Troubleshoot a departmental local area network.</p> <p>3.10 Apply knowledge of security issues to the implementation of information technology solutions.</p>
4. Use different types of computer systems in different organizations	<p>4.1 Use the different computer systems and associated hardware and network configurations.</p> <p>4.2 Apply the staffing and the operations, development and control activities in a modern computing environment.</p> <p>4.3 Demonstrate an understanding of the social and economic implications of the use of computers.</p>

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SECTION C	QUALIFICATION STRUCTURE				
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [5]	Level []	Level []	
	Communication and Professionalism	10			10
	Introduction to Information Technology	10			10
CORE COMPONENT <i>Subjects/Courses / Modules/Units</i>	Computer Systems	10			10
	Software installation	20			20
	Computer Networking	20			20
	Computer Maintenance, Repair and Testing	20			20
	Industrial Attachment	30			30
ELECTIVE/ OPTIONAL COMPONENT <i>Subjects/Courses / Modules/Units</i>	NONE				

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
5	120
TOTAL CREDITS	120
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
<p>Credits are distributed equally across all the modules. All modules have similar weightings. Level 5= 6 X 20 = 120 credits</p> <p>Fundamental component 20 credits Core component 100 credits</p>	

ASSESSMENT ARRANGEMENTS

All assessment activities will be conducted by qualified assessors who are BQA registered and accredited.

The assessment for this qualification shall comprise of both formative and summative assessments weighing 60% and 40% respectively.

MODERATION ARRANGEMENTS

There shall be provision for internal and external moderation which will be conducted by BQA registered and accredited Moderators.

RECOGNITION OF PRIOR LEARNING (if applicable)

There will be provision for the award of Certificate in Information Technology through Recognition of Prior Learning(RPL) using ETP RPL Policy in line with the National Policy on RPL.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning pathways

Horizontal Articulation

- Certificate V in Business Information Systems
- Certificate V in Computer Networking
- Certificate V in Computer Studies

Vertical Articulation

- Diploma of Information Technology
- Diploma in Business Information Systems
- Diploma of Computer Networking

Employment pathways

Upon successful completion of this qualification learners have a great chance securing employment typically in positions such as;

- Assistant Information Systems administrator
- Assistant IT Analyst.

- Assistant Database Administrator.
- Data Analyst.
- IT Consultant
- IT Technical Support Officer.

QUALIFICATION AWARD AND CERTIFICATION

Upon successful attainment of 120 credits, the candidate will be awarded a qualification of Certificate V in Information Technology by the institution and issued a certificate and transcript.

REGIONAL AND INTERNATIONAL COMPARABILITY

South Africa SAQA National Certificate: *Information and Communications Technology (ICT) Software Testing NQF Level 5 138 credits*

The SAQA qualification is inclined on software speciality unlike the proposed qualification which is general on ICT and it carries more credits at 138. However, both are NQF level 5 and the entry requirements are pinned are NQF level 4.

Kenya Strathmore Institute of Management and Technology Certificate in Computer Applications
Duration; 10-15 weeks

On the Kenyan qualification, most of the items to compare against were not identified. It further shows it is probably a qualification lower (short course/ non-credit bearing) than the proposed on when looking at the duration which is 10-15weeks and that most of critical aspects to compare with were not indicated.

REVIEW PERIOD

The qualification will be reviewed after 5 years