

QUALIFICATION SPECIFICATION								SECTION A	
QUALIFICATION DEVELOPER		Ministry of Employment, Labour Productivity and Skills Development							
TITLE:		Certificate IV in hairdressing				NCQF LEVEL		4	
FIELD		Services		SUBFIELD:		Hairdressing			
New qualification		✓		Review of existing qualification					
SUB-FRAMEWORK		General Education				TVET		✓ Higher Education	
QUALIFICATION TYPE		Certificate		✓		Diploma		Bachelor	
		Bachelor Honours				Master		Doctor	
CREDIT VALUE						60			
RATIONALE AND PURPOSE OF THE QUALIFICATION									
<p>RATIONALE</p> <p>The Botswana Education and Training Sector Strategic Plan (ETSSP 2015-2020) marks an a significant milestone in o collective effortas s a nation t bring about a more diversified, knowledge-based economy. Through a planned and careful development of human capital, the ETSSP seek to refocus our education an and ning towardsthe fulfillment of social and economic aspirations identified in our Revised National Policy on Education (RNPE), the National Development Plan, Vision 2036 and as well as the Millennium Development Goals. 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 the socio-economic development needs of the country. In line with this strategic goal, the HRDC report on top occupations of 2016, has identified hairdressing skills as some of the priority skills for the hairdressing sector.</p> <p>PURPOSE</p> <p>The purpose of this qualification is to produce artisans with competence to:</p> <ul style="list-style-type: none"> • Perform Advanced hairdressing Services, Dreadlocks techniques, Coloring Services, hairstyling Services and Hair Cutting for Ladies and Gents. • Excel as highly sought-after professional hairdressers, hair Stylist, Color technicians, Barbers, Plaiters among all. • functions as Salon Administration, Chemical Services ICT, Entrepreneurship, 									
ENTRY REQUIREMENTS (including access and inclusion)									
<ul style="list-style-type: none"> • Certificate III in Hairdressing and Beauty Therapy (NCQF Level 3) ORanyrelevant qualification equivalent to NCQF level 3 acceptable to the institution. 									

- Any relevant part qualification at NCQF Levels 4 may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.
- Candidates with relevant unaccredited prior learning may be considered for admission and or exemption through Recognition of Prior Learning (RPL) Assessment workplace experience in terms of the criteria laid out may be admitted.

QUALIFICATION SPECIFICATION B		SECTION
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
LO1. Organize and manipulate data using ICT	1.1	Read and analyze data from a prepared database
	1.2	Enter and manipulate data using ICT tools
	1.3	Display data electronically through charts
	1.4	Manipulate and present information through the selection of appropriate spreadsheet tools.
LO2. Demonstrate awareness of the basic entrepreneurial concepts associated with business establishment in Botswana	2.1	Interpret the basic entrepreneurial concepts that inform the establishment of a venture. This include support structures or policies available for entrepreneurs in Botswana
	2.2	Identity entrepreneurship/business opportunities in a field of interest making use of brainstorming and environmental scanning techniques.
	2.3	Analyze the various investment strategies and risks associated with your identified business.
LO3. ManageSalon Administrative Services.	3.1	Prepare schedule and record appointments for clients telephonically and in person.
	3.2	Prepare schedule and record appointments for clients telephonically and in person.
	3.3	Process client payments in accordance with organisational procedures.

	3.4	Receive and record stock in accordance with organisational procedures.
LO4. Provide hairdressing Services	4.1 4.2 4.3 4.4 4.5 4.6 4.7	Carry out hair and scalp treatment Apply treatment to hair and scalp. Prepare client and workstation for braiding. Perform plaiting techniques using clients own hair. Perform basic Weave on with cornrow. Perform braiding techniques using hair extensions. Perform quality checks and discuss the use of aftercare products on the work being done according to job specification and practice standards.
LO5. ProvideChemical Services.	5.1 5.2 5.3 5.4 5.5 5.6	Receive and consult client in accordance with organisational procedures. Prepare hair for a relaxing service according to industry standards. Perform a relaxing service using a variety of application techniques Preparehair for a colouring service according to industry standards. Perform a hair colouring service according to customer requirements. Perform quality checks and discuss the use of aftercare products on the work being done according to job specification and practice standards.
LO6. Demonstratea variety of hair styling services	6.1 6.2 6.3	Plan for hair hairstyling services. Perform a variety of long hair techniques to achieve a variety of looks. Prepare hair for hairstyling service including, Wet styling(pin curling and finger waving) to suit the client's requirements. - Perform hairstyling techniques to achieve a dry styling looks, this

	<p>includes hair setting, blow waving , Tonging and pressing</p> <p>6.4 Perform quality checks and discuss the use of aftercare products on the work being done according to job specification and practice standards.</p>
<p>LO7.Demonstrate knowledge skill and competence to engage in vocationally- relevant tasks be it in an organization or vocational context.</p>	<p>7.1 Apply negotiation and communication skills prior to and during work based learning.</p> <p>7.2 Perform assigned vocation related tasks to the required standards.</p> <p>7.3 Apply effective fundamental and core skills throughout the duration of the work based learning program</p> <p>7.4 Adhere to health and safety requirement at all times</p> <p>7.5 Apply problem solving skills as and when problems are encountered during the work process</p> <p>7.6 Contribute effectively to team work initiatives within the work environment</p> <p>7.7 Evaluate the work based learning experience to determine its benefits and or limitations.</p>
<p>LO8. Perform basic hair cutting and dreadlocks techniques</p>	<p>8.1 Prepare client and workstation for dreadlocks techniques</p> <p>8.2 Perform dreadlock techniques on natural hair</p> <p>8.3 Prepare client and workstation for hair cutting services</p> <p>8.4 Consult with client to determine haircutting requirements.</p> <p>8.5 Perform a hair cutting service using a variety of techniques to achieve a variety of looks</p> <p>8.6 Perform quality checks and discuss the use of aftercare products on the work being done according to job specification and practice standards.</p> <p>8.7 Perform a hair cutting service using a variety of techniques to achieve a variety of looks</p> <p>8.8 Perform a hair cutting service using a variety of techniques to achieve a variety of looks</p>

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

FUNDAMENTAL COMPONENT Subjects / Units / Modules / Courses	Title	Level	Credits
	Entrepreneurship 1	4	2
	Information and Communication Technology II (ICT II)	4	2
CORE COMPONENT Subjects / Units / Modules / Courses	Salon Administration	4	3
	Advanced Hairdressing Services	4	6
	Chemical Services.	4	5
	Variety of hairstyling services	4	6
	Basic haircutting and dreadlocks services.	4	4
	Work-Based Learning	4	32
TOTAL			60
Rules of combinations, Credit distribution(where applicable):			
Candidates are required to achieve a total of 60 credits for the qualification inclusive of 4 credits for fundamental units, 56 credits for core units.			

3 ASSESSMENT STRATEGIES, REQUIREMENTS AND WEIGHTINGS

All assessments, formative and summative, leading/contributing to the award of credits or 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

Mainstream assessment

The final examination for each course contributes **40 %** of the final mark for that course.

MODERATION

Internal moderation requirements

The following shall apply for both internal and external moderation in accordance with applicable policies and regulations:

The internal moderation process shall be conducted by assessors at the Institutional level who are Accredited with BQA in their areas of specialty as Assessors or Moderators.

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 applicable Educational Training Provider (ETP) 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)

Learning Pathways:

1.7 *Horizontal Articulation* (related qualifications of similar level that graduates may consider)

- BTEP Certificate in Hairdressing - NCQF Level IV
- National Craft Certificate in hairdressing - NCQF Level IV
- BTEP Certificate in Beauty Therapy - NCQF Level IV

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

- Certificate in Hairdressing – NCQF Level V
- Certificate in Beauty Therapy – NCQF Level V

EMPLOYMENT PATHWAYS

- Junior receptionist
- Barber
- Ethnic hairstylist
- Hair Stylist.
- Salon Assistant
- Junior Stylist.
- Assistant Colour Technician.

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated total of **60** credits inclusive of the **4** credits for fundamental, **24** credits for core units and 32 credits for work-based learning, to be awarded Certificate IV in Hairdressing. Therefore, there is no provision for early exit from any qualification with a compensatory award.

Certification

Candidates meeting prescribed requirements will be awarded the qualification in accordance with standards prescribed for the award of the qualification and applicable policies. Candidates who do not meet the prescribed minimum standards may, where applicable, be considered for appropriate exit awards in accordance with applicable policies

REGIONAL AND INTERNATIONAL COMPARABILITY

The Proposed Qualification has been compared with the following.

1. South Africa (SAQA): Certificate in Hairdressing NQF Level 4, 140 credits. South Africa
2. New Zealand (NZQA): Certificate in Hairdressing Level 4(Emerging stylist)120 credits. New Zealand
3. Canada BAA: (Hairdressing 12A) Framework 120 Credits. Canada

The two qualifications namely **NZQA** and **BAA** are generally comparable in terms of exit outcomes as well as assessment strategies. Furthermore, the **NZQA** employment pathways are clearly outlined while the BAA is silent about it. The differences noted include the fact that the credit value differs from one qualification to the other, though they range between 120 and 140. The **SAQA** differs from the above two qualifications in terms of credits as it only has 140 credits while they have 120 respectively

The qualification designed for Botswana compares with the foreign qualifications examined above in that it covers or emphasizes the same or similar Exit Outcomes and Assessment Strategies. However, it differs from the credit value. The **SAQA** qualification is greater with 80 credits, **NZQA** with 60 credits and **BAA** with 60 credits. Though the Botswana and foreign qualifications were compared at the same level (NCQF level IV) the foreign qualifications offer it as a Diploma level while Botswana offers it as Certificate in Hairdressing level IV.

REVIEW PERIOD

This qualification shall be reviewed after every 5 years.