

QUALIFICATION SPECIFICATION										SECTION A		
<b>QUALIFICATION DEVELOPER</b>		Ministry of Employment, Labour Productivity and Skills Development										
<b>TITLE:</b>		Certificate IV in Beauty Therapy						<b>NCQF LEVEL</b>		4		
<b>FIELD</b>		Services			<b>SUBFIELD:</b>		hairdressing					
New qualification			✓		Review of existing qualification							
<b>SUB-FRAMEWORK</b>		General Education					TVET		✓		Higher Education	
<b>QUALIFICATION TYPE</b>		Certificate			✓		Diploma				Bachelor	
		Bachelor Honours					Master				Doctor	
<b>CREDIT VALUE</b>								60				
RATIONALE AND PURPOSE OF THE QUALIFICATION												
<p><b>RATIONALE</b></p> <p>The Botswana Education and Training Sector Strategic Plan (ETSSP 2015-2020) marks a significant milestone in our collective effort 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 the fulfilment 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><b>PURPOSE</b></p> <p>The purpose of this qualification is to produce artisans with competence to;</p> <ul style="list-style-type: none"> <li>• Perform Pedicure and Manicure Treatment.</li> <li>• Demonstrate Basic Massage and Waxing.</li> <li>• Administer Artificial nails and Facial Skin Care.</li> <li>• Apply to make-up, Eyebrows and Eyelash tinting.</li> </ul>												
ENTRY REQUIREMENTS (including access and inclusion)												

- Certificate III in Hairdressing and Beauty Therapy (NCQF Level 3) OR any relevant 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.

<b>QUALIFICATION SPECIFICATION B</b>		<b>SECTION</b>
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>	
<b>LO1.</b> Manipulate data using ICT	<b>1.1.</b> Analyze data from a prepared database <b>1.2.</b> Enter and manipulate data using ICT tools <b>1.3.</b> Display data electronically through charts <b>1.4.</b> Manipulate and present information through the selection of appropriate spreadsheet tools.	
<b>LO2.</b> Demonstrate awareness of the basic entrepreneurial concepts associated with business establishment in Botswana	<b>2.1</b> Relate the basic entrepreneurial concepts that inform the establishment of a venture. This includes support structures or policies available for entrepreneurs in Botswana. <b>2.2.</b> Identify entrepreneurship/business opportunities in a field of interest making use of brainstorming and environmental scanning techniques <b>2.3.</b> Analyze the various investment strategies and risks associated with your identified business.	
<b>LO3.</b> Practice Salon Reception Duties	<b>3.1.</b> Maintain a professional appearance <b>3.2.</b> Carry out client/customer care in a professional and acceptable manner. <b>3.3.</b> Fulfil Reception duties <b>3.4.</b> Carry out safe, hygienic, and healthy practices <b>3.5.</b> Comply with policies including but not limited to procedures, dress code, and	

	code of conduct and ethics of the organization.
<b>LO4.</b> ProvideAdvancedBeauty Therapy Services	<p><b>4.1.</b> Organise the work area for facial skin treatment, eyebrow shaping, eyelash extension and make-up in accordance with established codes of practice.</p> <p><b>4.2.</b> Perform facial skin treatment service.</p> <p><b>4.3.</b> Perform eyebrow shaping and eyelash extension service.</p> <p><b>4.4.</b> Perform make-up application service for different occasions.</p> <p><b>4.5.</b> Perform quality checks and discuss the use of aftercare products on the work being done according to the job specifications and practice standards.</p>
<b>LO5.</b> ApplyNail Enhancement	<p><b>5.1.</b> Prepare the treatment area for artificial nail service in accordance with established codes of practice.</p> <p><b>5.2.</b> Perform artificial nail service using a variety of methods and application techniques.</p> <p><b>5.3.</b> Perform quality checks and discuss the use of aftercare products on the work being done according to the job specifications and practice standards.</p>
<b>LO6.</b> Provide Basic Body Massage Techniques	<p><b>6.1.</b> Prepare the workstation for basic body massage in accordance with established codes of practice.</p> <p><b>6.2.</b> Perform body massage using a variety of mediums and application techniques.</p> <p><b>6.3.</b> Perform quality checks and discuss the use of aftercare products on the work being done according to job specifications and practice standards</p>
<b>LO7</b> ProvideBasic Waxing Services	<b>7.1</b> Prepare the workstation for basic body waxing service in accordance with established codes of practice.

**BQA NCQF Qualification Template**

**DNCQF.FDMD.GD04**

**Issue No.: 01**

	<p><b>7.2.</b> Perform waxing on the eyebrows and underarm using a variety of application techniques.</p> <p><b>7.3.</b> Perform quality checks and discuss the use of aftercare products on the work being done according to job specification and practice standards</p>
--	--

<b>FUNDAMENTAL COMPONENT</b> Subjects / Units / Modules /Courses	<b>Title</b>	<b>Level</b>	<b>Credits</b>
	Entrepreneurship 1	4	2
	ICT II	4	2
<b>CORE COMPONENT</b> Subjects / Units / Modules /Courses	Salon Reception Duties	4	4
	Advanced Beauty Therapy Services	4	4
	Manicure and Pedicure Treatments	4	5
	Artificial Nail Services	4	4
	Waxing Services	4	4
	Basic Body Massage	4	3
	Work Based Learning	4	32
<b>ELECTIVE COMPONENT</b> Subjects / Units / Modules /Courses			
<b>Rules of combinations, Credit distribution (where applicable):</b>			
Candidates are required to achieve a total of <b>60</b> credits for the qualification inclusive of <b>4</b> credits for fundamental units, <b>56</b> credits for core units.			

### 3 ASSESSMENT AND MODERATION 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***

#### ***Mainstream assessment***

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 speciality 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)**

**1.8**

- National Craft Certificate in Beauty Therapy 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 Beauty Therapy NCQF Level V
- Certificate in hairdressing NCQF Level V

**EMPLOYMENT PATHWAYS**

- Junior Beauty Therapist
- Make-up Artist
- Nail Technician
- Beauty Salon Owner
- Salon Manager
- Skincare Therapist
- Junior masseurs

**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 Beauty Therapy**. Therefore, there is no provision for an 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 was compared with the following.**

1. SAQA Further Education and Training Certificate: Certificate in Beauty Therapy: (NQF Level 4) worth 121 credits. South Africa
2. Skills India (NSQF level 4) worth 50 credits. India
3. New Zealand: Certificate in Beauty Therapy (Level 4) worth 120 credits. New Zealand

The foreign qualifications examined are generally comparable in relation to exit outcomes and content scope. The slight similarity observed is that the SAQA and New Zealand Qualification is weighted **121** and **120** credits compared to the Skill India qualification with a credit value of **50**. The SAQA qualification indicates the credit weighting of each component of the qualification while New Zealand and Skill India only show the total credit value for the qualification. Furthermore, the SAQA and Skill India qualifications include Assessment Strategies while New Zealand does not, SAQA and Skill India Education and Career pathways have been outlined while New Zealand is silent about it.

The qualification designed for Botswana compares well with the foreign qualifications examined above in that it covers or emphasizes the same or similar competencies and attributes and it follows the structure typical of similar types of qualifications, it also compares well in terms of core components and upgrading purposes though their credit value is greater than the proposed qualification. The SAQA qualification is greater with **61** credits, New Zealand with **60** and Skill India is lower by **10** credits.

**REVIEW PERIOD**

This qualification shall be reviewed after every 5 years.