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SECTION A: QUALIFICATION DETAILS											
QUALIFICATION DEVELOPER (S)		IMPERIAL SCHOOL OF BUSINESS AND SCIENCE									
TITLE	CERTIFICATE V IN HEALTH AND SAFETY								NCQF LEVEL	V	
FIELD	Health and Social Services		SUB-FIELD		Health and Safety			CREDIT VALUE	120		
New Qualification					√	Review of Existing Qualification					
SUB-FRAMEWORK		General Education			TVET			√	Higher Education		
QUALIFICATION TYPE	Certificate	I	II	III	IV	V	√	Diploma	Bachelor		
		Bachelor Honours		Post Graduate Certificate			Post Graduate Diploma				
				Masters			Doctorate/ PhD				

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

Educating workers on the fundamentals of Health and Safety procedures can help reduce workplace accidents and injuries. This will not only enable the companies from costly legal battles but also ensure lifelong support to the employees and their families. No matter how small or large a company is, workers in all fields of industry face workplace injuries and risks that can threaten their life and safety. This will adversely affect the output of their employees. The general awareness on health and safety procedures of the laymen as well as the employees will lead the country ahead. The Key modules in the qualification such as Promoting Positive Health and Safety Culture, Incident Investigation, Human Resource Management, working environment and Occupational Health, will equip the learners to lead and establish a healthy environment both in the workplace and the entire society.

The field of Health and Social Safety is crucial in developing countries such as Botswana. The activities of health and safety professionals have a major impact on the efficiency of all types of organisations. Health and Safety

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training is a key element in the prevention of work-related injuries, illnesses, and death. When educated on safety procedures, participants will know how to prevent accidents in the workplace and will also learn how to respond efficiently if presented in a dangerous situation. Another benefit of safety training is a reduction in accident and incident rates, which reflects favourably on the organization. Safety training is also important because it provides a way for companies to document proof that such training has occurred, protecting it from potential lawsuits involving injuries.


Human Resource Development Council (HRDC), Botswana, has identified 12 key sectors of economy, which are derived from the national strategies and priorities and Health and Social services is one among the identified crucial fields which needs to be focussed on urgently (BHRDS Fair and Career Clinics 2018. Pages 102-111.).

The stakeholder survey among the academic and potential organisational personals in line with the need analysis of the qualification revealed the fact that this qualification is most needed in the soil of Botswana.

PURPOSE:

This qualification is to equip learners with skills and knowledge to:

1. Develop skills to implement accident and safety procedures in a workplace to ensure general health and safety measures.
2. Assess current occupational health and safety management issues to safeguard risks associated with a workplace.
3. Identify typical hazards, human and organisational influences on health and safety in a workplace and implement remedial action to control the workplace hazards.
4. Develop a positive health and safety culture in workplace.
5. Draft an incident report.

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ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

Prospective learners will be admitted to Certificate V in Health and Safety Qualification on account of having satisfied the entry requirements for the level they apply for.

Entry Requirement to Certificate V in Health and Safety:

- Candidates who have successfully completed Certificate III & IV (NCQF Level 3 & 4)

Applicants who do not meet the above criteria but possess relevant industry experience may be considered through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) policies for access. This is applicable with respect to the ETP's guidelines in aligned with BQA national policy.

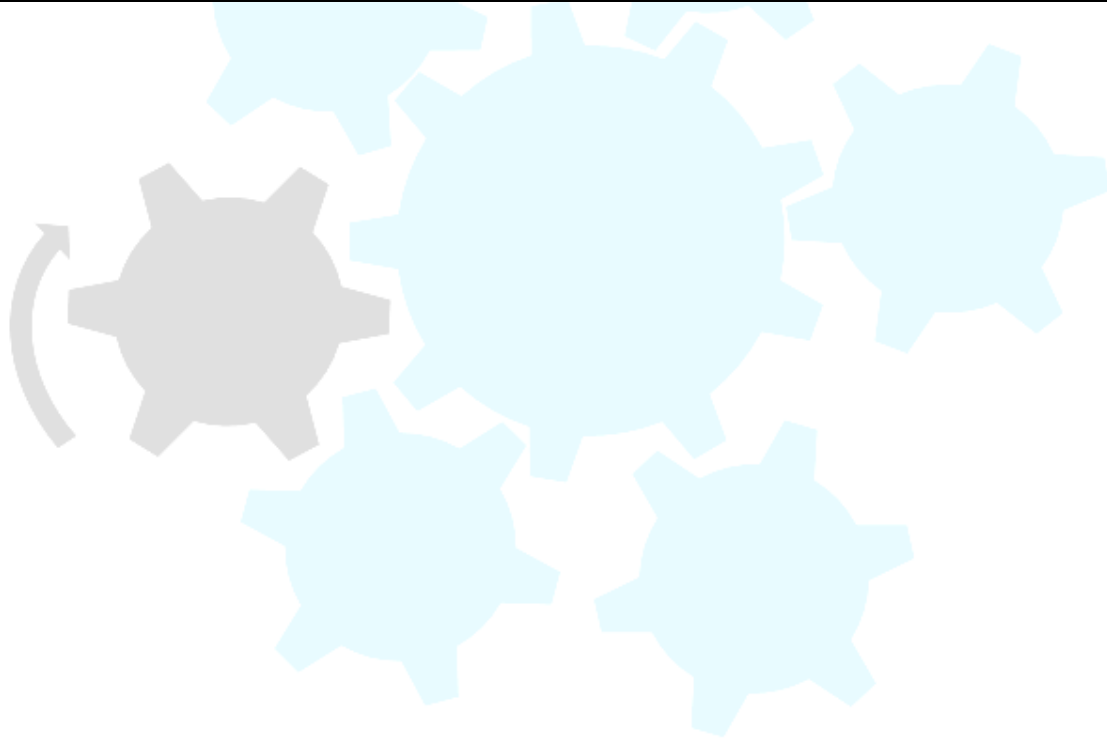
SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. communicate effectively with national and international clients pertaining health and safety related matters.	1.1. Conduct effective presentations on health and safety procedures that are to be observed in a workplace. 1.2. Draft incident reports based on a given context. 1.3. Write effective and comprehensive documents creating the need of health and safety awareness.
2. Demonstrate skills to create health and safety related documents using computer applications.	2.1. Create, Save, and format word documents using computer applications. 2.2. Calculate figures with the help of formulas using computer applications. 2.3. Prepare presentation documents using Power Point applications.
3. Coordinate people at the workplace	3.1. Explain the basic leadership skills required for a manager to achieve organisational goals. 3.2. Demonstrate the strategies to monitor day to day operations at a workplace. 3.3. Illustrate how to create positive working environments in an organisation.
4. Use strategies to create positive health and safety culture in a workplace.	4.1. Illustrate appropriate reporting culture in an organisation pertaining health and safety issues. 4.2. Describe a health and safety culture model for an organisation. 4.3. Prepare documents showing safety policies and procedures.


	4.4. Assess safety policies and procedures of an organisation.
5. Implement positive health and safety culture in a workplace.	<p>5.1. Illustrate the significant cultures of an organisation that promote health and safety practices for a workplace.</p> <p>5.2. Assess factors promoting a negative health and safety cultures.</p> <p>5.3. Explain the significant factors that contribute cultural changes in a workplace.</p>
6. Identify occupational health and safety management issues.	<p>6.1. Explain the significance of management commitment towards implementing health and safety measures in an organisation.</p> <p>6.2. Identify health and safety auditing instruments.</p> <p>6.3. Explain the purpose of auditing in an organisation regarding the maintenance of health and safety procedures.</p>
7. Execute skills in project management.	<p>7.1. Identify the significant project management tools.</p> <p>7.2. Explain the key management skills required to monitor a project.</p>

SECTION C		QUALIFICATION STRUCTURE			
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total <i>(Per Subject/ Course/ Module/ Units)</i>
		Level [4]	Level [5]	Level [6]	120
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Introduction to Business Communication	10			10
	Introduction to Computer Applications	10			10
	Human Resource Management	10			10
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Working Environment and Occupational Health		14		14
	Incident Investigation		12		12
	Health, Safety and Nutrition		12		12
	Introduction to Project Management		14		14
	Principles of Health and Safety Management		12		12
	Organisational Behaviour		14		14
	Promoting a Positive Health and Safety Culture		12		12

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ELECTIVE/ OPTIONAL COMPONENT <i>Subjects/Courses/ Modules/Units</i>	(N/A)				
	(N/A)				



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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
4	30
5	90
TOTAL CREDITS	120
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
<p>The modules are aligned in a sequence of Fundamentals and cores. All fundamental and core modules are compulsory. The fundamental modules are posed at level-4 and having a total of 30 credits. On completion of the fundamental modules, students will be progressed towards the core modules which are placed at level-5 (90 credits). The total credit value of the qualification is 120 credits.</p>	

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ASSESSMENT ARRANGEMENTS

Formative Exams:

75% of weightage from the formative examinations will be contributed to the final examination to complete the qualification.

Summative (Final Exams):

Final examination will contribute 25 % to the Final Mark. A weighted aggregate score of 50% across the Continuous Assessments including the final examination and a minimum 50% in the Final examination are the requirements to Pass a module.

MODERATION ARRANGEMENTS

There will be internal and external moderations for the qualification. Assessors and moderators must be BQA registered and accredited. Both internal and external moderation will be done in line with the moderation policy of the ETP.


RECOGNITION OF PRIOR LEARNING

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

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 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. Candidates will be awarded the qualification with the exemption of their accumulated credits.

CREDIT ACCUMULATION AND TRANSFER

The credits accumulated may be transferred and recognized for the purposes of the award of the qualification.

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<i>PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)</i>
<p>Vertical Pathways -</p> <p>Learners who have completed their Certificate V in Business Management could progress into,</p> <ol style="list-style-type: none"> 1. Diploma in Health and Safety 2. Diploma in Occupational health <p>Horizontal Pathways</p> <p>Learners who are pursuing their Certificate V in Business Management could also progress into</p> <ol style="list-style-type: none"> 1. Certificate V in Occupational health <p>Employment Pathway:</p> <p>The following are the employment pathways for a graduate who has successfully completed this qualification:</p> <ol style="list-style-type: none"> 1. Assistant Safety supervisor or coordinator in the health and safety sectors 2. Officers at health departments. 3. Consultant in health and safety operational fields.
<i>QUALIFICATION AWARD AND CERTIFICATION</i>
<p>After passing all modules in the qualification and obtaining 120 credits, the student can successfully be awarded a certificate in the qualification Certificate V in Health and Safety.</p>
<i>REGIONAL AND INTERNATIONAL COMPARABILITY</i>
<p>Certificate V in Health and Safety Qualification was benchmarked with similar qualifications Certificate in Occupational Health and Safety offered regionally by College SA, South Africa and similar qualification International Certificate in Occupational Health and Safety offered Internationally by British Safety Council,</p>

U.K. The content covered and the duration of the qualification are easily comparable with other similar qualifications.

Institutions on comparison:

1. College SA, South Africa.
2. British Safety Council, U.K.

Summary:

Similarities:

- Learning outcomes / Units of the comparable qualifications are almost similar. All of them equip learners with a range of fundamental knowledge and skills in management principles, theories and applications.
- All the two qualifications have no pre-requisites.
- Entry requirements are similar.
- Level of qualifications are similar.
- Credit points are similar.
- All the qualifications addressed the core modules / outcomes.

Differences:

There is no significant difference that could be traced in the submitted qualification with respect to other qualifications.

REVIEW PERIOD

The Qualification will be reviewed thoroughly every 5 years.