	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)		Ministry Of Employment, Labour Productivity And Skills Development											
TITLE	Certificate III in hairdressing and Beauty Therapy										NCQF LEVEL	3	
FIELD	Services	SUB-FIELD		Hairdressing						CREDIT VALUE	40		
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													
<p>Rationale</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. 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 Human Resource Development Council (HRDC) report on top occupations of 2016 has identified hairdressing skills as some of the priority for the hairdressing sector.</p>													

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

PURPOSE:


The purpose of the qualification is to equip graduates with skills and knowledge to

- Practice salon hygiene and professional image
- Use Hairdressing and Beauty Therapy Tools, Equipment and Products
- Performs basics in Hairdressing Services
- Performs basics in Beauty Therapy services.


ENTRY REQUIREMENTS (including access and inclusion)

Entry to this qualification is through any of the following:


- NCQF level 2 qualification (e.g. JC) or equivalent qualification in a related field.
- Candidates with relevant unaccredited prior learning may be considered for admission or exemption in line with the national Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) policies.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020


SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
LO1. Communicate with clients, colleagues and others using appropriate forms of communication techniques.	1.1 Use written, verbal, non-verbal communication appropriate to the target audience. 1.2 Interpret stipulated instructions or requirements. 1.3 Apply information acquired in the performance of tasks or discussions with other people. 1.4 Apply relevant definitions, terminology, abbreviations and language. 1.5 Present information using appropriate language and formats. 1.6 Construct clear sentences to produce a written logical and coherent piece of writing. 1.7 Use appropriate presentation formats and styles of writing to produce error free business documents.
LO2. Demonstrate fundamental knowledge and understanding of ICT	2.1. Demonstrate responsible and ethical use of ICT 2.2. Manage information using ICT. 2.3. Organize and synthesize information using ICT. 2.4. Implement data loss prevention strategies using ICT. 2.5. Apply basic internet knowledge and skill for information. 2.6. Present information in a variety of formats using ICT.
LO3. Practice salon hygiene and professional image	3.1 Outline a basic hygiene routine for a salon. 3.2 Outline a range of potential safety hazards and methods used to sterilize equipment and tools. 3.3 Exhibit a professional and acceptable behavior in the workplace while interacting with clients, customers and other stake holders.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

	3.4 Comply with policies including but not limited to procedures, dress code, and code of conduct and ethics of the organization.
LO4. Demonstrate knowledge of Hairdressing and beauty Therapy tools, equipment and products	4.1. Identify and describe tools and equipment used in the salon. 4.2. Identify and describe hairdressing and beauty therapy products used in the salon.
LO5. Perform Basic Hairdressing Services	5.1 Prepare the workstation and client for Hairdressing Services in accordance with established codes of practice. 5.2 Perform Hairdressing Services. 5.3 Perform quality checks and discuss the use of aftercare products on the work being done according to job specification and practice standards.
LO6. Perform Basic Beauty Therapy Services	6.1. Prepare the workstation and client for Basic Beauty Therapy Services in accordance with established codes of practice. 6.2. Perform Basic Beauty Therapy Services 6.3. Perform quality checks and discuss the use of aftercare products on the work being done according to job specification and practice standards.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level []	Level [3]	Level []	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Communicate Skills		3		3
	Information and Communications Technology (ICT)		3		3
CORE COMPONENT Subjects/Courses/ Modules/Units	Salon hygiene and professional image.		4		4
	Hairdressing and Beauty Therapy Tools , Equipment and Products		10		10
	Basics in hairdressing services		10		10
	Basics in beauty therapy services		10		10
ELECTIVE/ OPTIONAL COMPONENT Subjects/Courses/ Modules/Units					

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
Fundamental components	6
Core components	34
Elective components	0
TOTAL CREDITS	40
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
Candidates are required to achieve a minimum of 40 credits for the qualification inclusive of 6 credits for fundamental units, 34 credits for core and 0 credits for electives.	

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

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 work practice . The contribution of formative assessment to the final grade shall be **60%**.

Summative assessment

Candidates shall undergo assessment including written and practical and simulated projects. The final examination for each course contributes **40 %** of the final mark for that course. To pass a course, a candidate must achieve a minimum of **60%**.

All summative practical assessments must be conducted in simulated or real work settings.


MODERATION ARRANGEMENTS

MODERATION (Internal and External)

The following shall apply for both internal and external moderation :

Internal Moderation

The internal moderation process shall be conducted by assessors at institutional level who are accredited with BQA in their specialist areas as assessors or moderators.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

External Moderation

External moderation shall be performed by an examination unit or awarding body. The awarding body shall also perform the quality assurance mandate and be responsible for identifying industry players, partnership and experts to assist in the moderation processes.

Documentation

All necessary documents including: qualification document, alignment matrices, assessment instruments and Assessment criteria/rubrics should be available.

Pre-assessment Moderation


Before administering any assessments that contribute towards the award of credits, moderation must take place. This should entail but not limited to the following:

- Ascertaining that the assessment strategy to be used is appropriate for the learning outcome to be assessed
- ascertaining that the assessment instrument adequately captures the learning outcomes against which assessment is to be carried out
- Ascertaining whether the assessment tasks or questions can enable the assessor to collect sufficient evidence that is typical of relevant exit level descriptors.
- Checking if the cover page contains all necessary information
Checking if the assessment instrument layout is appropriate and that wording of assessment tasks or questions is appropriate.
- Checking if the assessment criteria or rubrics are consistent with the learning outcomes against which assessment is to be done.

Post-assessment Moderation

Moderators must verify that the assessment has been done in compliance with assessment principles. This should include the following:

- Checking if all scripts have been assessed using the same criteria.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

- Verifying if assessment judgments and decisions have been done consistently and that principles such as validity, authenticity, currency and sufficiency have been considered.
- Checking if calculation of marks has been done correctly
- Checking if necessary records and reports have been completed.

Sampling Procedure for Moderation

Sampling procedure will be done in line with the Assessment Policy of the awarding body.

Moderation reports


A moderation report shall capture, but not limited to the following:

- Sample size and sampling procedures
- Observations about the performance of candidates
- Consistency of assessment judgments and decisions
- Assessment instruments and alignment to learning outcomes
- Recommendations for improvement

RECOGNITION OF PRIOR LEARNING

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 the ETP, RPL Policy, BQA 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 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), this involves assessment such as pre post interviews, portfolio development or evidence and proficiency test and certificate of workshops attended where applicable in line with the institution's admissions.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

CREDIT ACCUMULATION AND TRANSFER

Any relevant part qualification at NCQF level 3 may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation

Graduates of this qualification may consider pursuing related qualifications at the same NCQF level where available. This may include but are not limited to:

- Certificate in Beauty Therapy or any equivalent qualification.

Vertical Articulation


A learner exiting this level may progress to NCQF level 4 or equivalent. (but not limited to)

- Certificate in Hairdressing NCQF level 4
- Certificate in Beauty Therapy NCQF level 4

Employment Pathways:

Those attaining this qualification, may work as:

- Salon receptionist
- Barber
- Ethnic hair stylist
- Hair Stylist
- Junior Hairdresser
- Promotion
- Sales.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated minimum of 40 credits inclusive of 6 fundamentals and 34 credits for Core components, 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

SAQA National Certificate in Hairdressing (NQF Level 3worth 121 credits). This qualification seeks to develop knowledge, skills and competencies in Communication Skills, Basic Mathematics, Reception and Consulting Services, hairdressing services, Shaves, Hot Towel Treatments and application of Day, Evening, Bridal and photographic Make up. Assessment strategies include Summative and Formative assessments, the assessor should assess combinations of practical, applied, foundational and reflexive competencies. Candidates are required to achieve a minimum of 40 credits for Fundamental, 57 for Core and 24 for Electives. People completing this qualification may work in Retail Trade, Sales Assistant, Stock Controller, Hair Stylist, Hairdresser Consultant, Stock Controller, and Cashiers. People holding this qualification may pursue other qualifications for progression horizontally National Certificate: Beauty Technology - NQF Level 3 and vertically National Certificate: Afro Hairdressing - NQF Level 4 and National Certificate: Ladies Hairdressing - NQF Level 4 respectively.

New Zealand Certificate in Hairdressing (Salon Support level III worth 120 credits): This qualification seeks to develop knowledge, skills and competencies in Hairdressing and Beauty Therapy Services. On completion of this qualification the graduate may work in a Salon Support role in a hairdressing salon. People holding this qualification may progress into New Zealand Certificate in Hairdressing (Emerging Stylist) (Level 4) and New Zealand Certificate in Hairdressing (Professional Hairstylist) (Level 4).

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

National Skills Qualification Framework India (Cosmetology Level 3) - (Level 3 worth 160 credits) This qualification seeks to develop knowledge, professional and employability skills including but not limited to Communication Skills, Health and Safety, Epilation, Manicure, Pedicure, Facials, hair Colouring and Chemical services. Assessment strategies include the Continuous Assessment (Internal) during the period of training which will be done by Formative Assessment Method by testing for assessment criteria listed against learning outcomes. The final assessment will be in the form of summative assessment in which the learning outcome and assessment criteria will be the basis for setting question papers for practical examination. Candidates are required to achieve a minimum of **160** credits, for Trade Practical **120**, Trade Theory **24** and **16** for Employability. Trainees holding this qualification may pursue other qualifications for progression in National Apprenticeship Certificate (NAC) and Advanced Diploma. Successful candidates will be able to work as Beautician, Hair dresser, Makeup Artist, Manicurist, Pedicurist and hair stylist.

Summary Of The Comparison

The foreign qualifications examined, namely **South African Qualification Authority (SAQA)**, **New Zealand Certificate Qualification Framework** and **National Skills Qualification Framework** are generally comparable in relation to exit outcomes and content scope. Furthermore, both qualifications have educational and employment pathways, however New Zealand employment pathways are not clearly outlined. The assessment strategies for SAQA and NSQF has been indicated while the New Zealand has not been outlined. The differences noted are that the **SAQA** qualification is weighted 121 credits compared to the **NZQA** with 120 credits and **NSQF** framework at 160. The SAQA and NSQF qualification indicates the credit weighting of each component of the qualification while the NZQA only shows the total for the qualification.

The qualification designed for Botswana compares 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 in terms of core components. The differences noted are that **SAQA** qualification is greater with **81** credits compared to the proposed Qualification, **NZQA** with **80** credits and also **NSQF** qualification framework with **120** credits.

REVIEW PERIOD

This qualification shall be reviewed every 5 years.