

BQA NCQF Qualification Template

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Issue No.: 01

QUALIFICATION SPECIFICATION							
SECTION A							
QUALIFICATION DEVELOPER			Ministry of Employment, Labour Productivity and Skills Development				
TITLE		Certificate III in Furniture Design and Manufacturing			NCQF LEVEL		3
FIELD	Manufacturing Engineering and Technology			SUB-FIELD	Furniture design and manufacturing		
New qualification		✓	Review of existing qualification				
SUB-FRAMEWORK		General Education			TVET	✓	Higher Education
QUALIFICATION TYPE		Certificate	✓	Diploma			Bachelor
		Bachelor Honours		Master			Doctorate/ PhD
CREDIT VALUE						40	
RATIONALE AND PURPOSE OF THE QUALIFICATION							
RATIONALE							
<p>The Botswana Vision 2036 states that development of the human capital and the informal sector and the micro and small enterprises (MSES) are essential in achieving the VISION 2036 pillars, Sustainable Economic Development and Human and Social Development. Although Botswana has been fortunate to experience unprecedented economic growth since independence, this has not generated enough jobs to reduce unemployment. The most severely affected group amongst the unemployed is the youth, who account for about 51.7 % of the total unemployed, with the 15-19 age group most affected.</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 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 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 furniture design and manufacturing as some of the priority skills for the manufacturing sector.</p>							

Furniture industry have been identified as a veritable tool in poverty alleviation, because of their potency in revenue generation, job creation, investment attraction and creation of market for local products. To develop these curricula is part of a process of developing a post school education and training system that is responsive to the needs of individual citizens, communities, and the economy as well as in meeting the broader social developmental objectives of the country-Botswana. Engagement with stakeholder (industry consultation) was conducted to obtain first-hand information on furniture manufacturing industry needs, hence the decision to develop and train young people in this field.

PURPOSE

The purpose of this qualification is to produce assistant artisan with competencies to perform a range of functions under supervision including:

- communication skills,
- use of ICT equipment and applications.
- identify and use of appropriate tools and equipment.
- understand and use furniture materials and their properties, graphical representation of artefacts.
- perform basic upholstery on furniture items as well as wood finishing in accordance with established codes of practice and relevant legislation.

People holding this qualification should be able to perform routine work under supervision and take some responsibility for own learning and completion of work.

ENTRY REQUIREMENTS (including access and inclusion)

Minimum entry requirement for this qualification is a:

NCQF level 2, Certificate II (General Education or TVET) or equivalent

Recognition of Prior Learning (RPL):

There will be access through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) in accordance with the RPL and CAT National Policies.

QUALIFICATION SPECIFICATION	
SECTION B	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
Communicate with clients, colleagues and others using appropriate forms of communication techniques.	<ul style="list-style-type: none"> • Use written, verbal, non-verbal communication appropriate to the target audience. • Interpret stipulated instructions or requirements • Apply information acquired in the performance of tasks or discussions with other people • Apply relevant definitions, terminology, abbreviations and language. • Present information using appropriate language and formats. • Construct clear sentences to produce a written logical and coherent piece of writing. • Use appropriate presentation formats and styles of writing to produce error free business documents.
Utilise ICT for information retrieval and processing as well as communication and collaboration with others	<ul style="list-style-type: none"> • Use ICT responsibly and ethically. • Manage information using ICT. • Organize and synthesize information using ICT. • Implement data loss prevention strategies using ICT. • Present information in a variety of formats using ICT.
Demonstrate knowledge and understanding of safety health and environment risk and exhibit appropriate behaviors for the protection of the environment, home, and workplace as well as personal health and safety.	<ul style="list-style-type: none"> • Interpret and apply legislative requirements, industry standards, and best practices in a variety of workplaces to achieve occupational health and safety compliance. • Identify hazards in the workplace that pose a danger or threat to own safety or health, or that of others. • Maintain a register of hazards and accidents in accordance with organizational requirements. • Discuss the importance of health and safety in the workplace pertaining to the responsibilities of workers, managers, supervisors.

	<ul style="list-style-type: none"> • Take appropriate action to control unsafe or unhealthy hazards and propose methods to eliminate identified hazards and risks.
Utilise and maintain basic hand tools and equipment's in accordance with manufacturer's instructions and as per organizational requirement.	<ul style="list-style-type: none"> • Adhere to health and safety. • Examine the nature of work to be done to determine tools to be used. • Select and use appropriate hand and power tools for specific purpose • Perform quality checks on work done and make improvements as needed. • Carry out maintenance of hand and power tools in accordance with manufacturer's instructions and organizational requirements. • Clean and store hand and power tools after use in accordance with organizational requirements.
Demonstrate an understanding of characteristics of materials used in furniture design and manufacturing.	<ul style="list-style-type: none"> • Adhere to health and safety. • Examine the nature of work to be done to determine materials, tools and equipment to be used. • Select materials in accordance with job requirements and established codes of practice. • Assemble components in accordance with job requirements. • Perform quality checks on work done and make improvement as needed. • Clean and store hand and power tools after use in accordance with organizational requirements.
Demonstrate the ability to make different joints for furniture production.	<ul style="list-style-type: none"> • Adhere to health and safety regulations. • Examine job specification to determine joints to be used. • Select appropriate joints for specific applications in furniture design and manufacturing. • Mark out pieces of work as required • Cut and chisel joints in accordance with safety rules. • Fit joints following the correct procedures.

	<ul style="list-style-type: none"> • Perform quality checks on work done and make improvements as needed. • Clean and store hand and power tools after use in accordance with organizational requirements.
Select and apply hardware to new and refurbished furniture.	<ul style="list-style-type: none"> • Adhere to Health and safety regulations • Examine job specification to determine fitting and fixing devices in furniture production. • Select appropriate fitting and fixing devices, tools and materials according to job specification. • Fit and fix devices in line with best practice. • Perform quality checks on work done and make improvements as needed. • Clean and store hand and power tools after use in accordance with organizational requirements.
Read and produce sketches, working drawings and layouts in relation to furniture design and manufacturing	<ul style="list-style-type: none"> • Adhere to health and safety. • Examine and determine the types of drawings required and instruments and equipment to be used. • Select and use appropriate instruments, equipment and associated materials to produce the required working drawings. • Adhere to established codes of practice in relation to use of scale, symbols and graphical representations including freehand sketches and orthographic projections as well as rules of dimensioning. • Produce pictorial and or orthographic projection drawing of simple furniture objects. • Perform quality checks on work done and make improvements as needed. • Clean and store instruments and equipment after use in accordance with organizational requirements.
Apply different techniques and methods to assemble furniture products.	<ul style="list-style-type: none"> • Adhere to health and safety. • Examine job specification to determine the method and techniques to assemble furniture products.

	<ul style="list-style-type: none"> • Select tools, equipment, and materials in accordance with job specification. • Prepare components as per given job specification. • Assemble components and fixtures to form complete furniture item. • Perform quality checks after final assembly and make necessary improvements. • Clean and store tools and equipment after use in accordance with organizational requirements
Perform basic upholstery on furniture item.	<ul style="list-style-type: none"> • Adhere to Health and safety regulations • Examine the job specification to determine what is required for the task. • Select and use appropriate tools, equipment, and materials in line with the job specification. • Cut to size and shape the covering materials following the prepared templates, providing the identified sewing allowances in the cut pieces. • Apply appropriate adhesives and fasteners in line with manufacturer's instructions. • Perform quality checks on materials before and after final assembly and make necessary improvements. • Clean and store tools and equipment after use in accordance with organizational requirements

QUALIFICATION STRUCTURE		SECTION C	
FUNDAMENTAL COMPONENT	Title	Level	Credits
Subjects / Units / Modules /Courses	Communication skills	3	3
	Information Communication Technology	3	3
CORE COMPONENTS Subject/units/modules/course	Basic Tools and Equipment	3	7
	Materials and process.	3	5
	Basic jointing and furniture making	3	11
	Drawing	3	7
	Basic upholstery	3	4
ELECTIVES COMPONENT	Not applicable to this level.		
Subject/unit/modules/courses	Total Credits	40	
Rules of combinations, credit distribution: (where applicable)			
Candidates are required to achieve a minimum of 40 credits inclusive of the 6 credits for fundamentals and 34 credits for core units and electives are not applicable at this level.			

ASSESSMENT AND MODERATION ARRANGEMENTS
<p>ASSESSMENT ARRANGEMENTS</p> <p>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.</p> <p>Formative assessment</p> <p>Formative assessment or continuous assessment contributing towards the award of credits should be based on course outcomes. The contribution of formative assessment to the final grade shall be 60%.</p> <p>Summative assessment</p> <p>Learners 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.</p> <p>MODERATION ARRANGEMENTS</p> <p>Internal and external moderators to be engaged will be BQA accredited subject specialists in relevant fields with relevant industry experience and academic qualifications.</p>

Both internal and external moderation shall be done in accordance with applicable policies and regulations.

RECOGNITION OF PRIOR LEARNING (if applicable)

There shall be provision for award of the qualification through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) in accordance with institutional Policies in line with the National RPL and CAT Policy.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal articulation

Graduates of this qualification may consider pursuing related qualifications in:

- Certificate III in Cabinet making
- Certificate III in Wood finishing
- Certificate III in Interior design

Vertical articulation

Graduates may progress to a Level 4 in:

- Certificate IV in Cabinet making
- Certificate IV in Interior Design
- Certificate IV in furniture design and manufacturing
- Certificate IV in Wood finishing

Employment pathways

Holders of this qualification can work as:

- Assistant Wood machinist
- Assistant Wood joiners
- Assistant Wood finisher
- Assistant Wood upholsterer

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the minimum of **40** credits of the stipulated, inclusive of the **fundamentals**, and **core** to be awarded the qualification.

Certification

Candidates meeting prescribed requirements will be awarded **Certificate III in Furniture Design and Manufacturing** in accordance with standards prescribed for the award of the qualification and applicable policies.

REGIONAL AND INTERNATIONAL COMPARABILITY

FPMSETA - Fibre Processing and Manufacturing Sector Education and Training Authority//SGB FURNITURE - National Certificate: Furniture Making: Wood Level 3

This qualification seeks to develop knowledge, skills and competencies in communication and teamwork, problem solving, furniture production processes and procedures, health, and safety, use of woodwork hand tools and machines, construction of jigs and templates as well as furniture repairs.

Assessment strategies employed for this qualification include practical demonstration, written tests, assignments, and case studies. Candidates are required to achieve a minimum of 122 credits inclusive of 38 credits for fundamental units, 12 credits for core and 72 credits for elective units. Holders of this qualification may pursue other qualifications at NCQF Level 3 in cognate areas such as coffin making, cabinet making, wood finishing, wood machining and upholstery for multi-skilling or retooling purposes. They may also pursue qualifications at NCQF level 4 in areas such as cabinet making; coffin making, wood machining and upholstery for upgrading purposes. Employment pathways for the qualification holders include working as semi-skilled wood finisher, upholsterer, machinist and cabinet maker.

Australian National Qualifications Framework -TAFE NSW Code: MSF30213 Certificate III in Furniture Making (122.4 credits)

Learners must face to face attend 10 hours per week for 72 weeks and 7 hours of prescribed self –paced activities for 72 weeks will be required to successfully complete this course. The qualification emphasizes on the development of skills and knowledge required to perform a wide range of tasks in furniture making, including interpretation of specifications drawings, use of specialized machines and hand techniques, prepare surfaces for finishing, assemble furnishing components, hand make timber joints, produce manual and Computer aided production drawings. The assessment strategy for this qualification has not been Indicated.

Graduate may go onto further study to a high level or perform roles such as

- Cabinet maker(furniture)
- Cabinet maker (kitchen and bathrooms)
- Furniture finisher
- Furniture makes

<https://www.tafensw.edu.au/course/-/c/c/MSF30213-01V02-19NEW-903/Certificate-III-inFurniture-Making>

The foreign qualifications examined above are generally comparable or similar in relation to content scope, main exit outcomes and learner pathways which are clearly outlined as well as total hours and or credits value expected for a learner to complete the programme.

The differences observed are that the SAQA qualification minimum credits for the award is 122 credits inclusive of 38 credits for fundamentals, 12 credits for core and 72 credits for electives, assessment strategies that include practical demonstration, written tests, assignments, and case studies while Australian National Qualifications Framework, Learners are required to attend 10 hours per week for 72 weeks and 7 hours of prescribed self –paced activities for 72 weeks to successfully complete the course. SAQA qualification covers key domains such as cushion making, upholstery, furniture restoration and veneering and inlays while Australian National Qualifications Framework covers domains such as interpretation of specifications drawings, use of specialized machines and hand techniques, prepare surfaces for finishing, assemble furnishing components, hand make timber joints, produce manual and computer aided production drawings, and the assessment has not been indicated as compared to SAQA.

The proposed qualification generally compares well with the two programmes or qualifications studied in terms of exit outcomes and main domains in that it emphasizes on furniture design, furniture assembly and wood finishing on both knowledge and skill aspects.

REVIEW PERIOD

This qualification shall be reviewed every 5 years.