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		Issue No.	01
		Effective Date	04/02/2020

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)			Gaborone Institute of Professional studies (GIPS)										
TITLE		Certificate V in Motor Vehicle Body Repairs and Refinishing								NCQF LEVEL		5	
FIELD		Manufacturing, Engineering and Technology		SUB-FIELD		Motor Vehicle Body Repairs and Refinishing				CREDIT VALUE		120	
New Qualification						<input checked="" type="checkbox"/>		Review of Existing Qualification					
SUB-FRAMEWORK			General Education			<input type="checkbox"/>		TVET		<input checked="" type="checkbox"/>		Higher Education	
QUALIFICATION TYPE		Certificate	I	II	III	IV	V	<input checked="" type="checkbox"/>	Diploma	Bachelor			
		Bachelor Honours			Post Graduate Certificate					Post Graduate Diploma			
		Masters					Doctorate/ PhD						
RATIONALE AND PURPOSE OF THE QUALIFICATION													
RATIONALE <p>Vision 2036 pillar 1 (Sustainable economic development) predicts a high-income country, with an export-led economy underpinned by diversified, exclusive and sustainable growth driven by high levels of productivity. This pillar encompasses Knowledge based economy, human capital, doing business and competitiveness,</p>													

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infrastructure development, informal sector and the micro and small enterprises, mineral sector, agricultural sector, manufacturing sector, tourism, services, information technology, financial and business services, transport and logistics, creative industries, and sport. The National Development Plan 11 also acknowledges the great importance and need for service skills in the SMEs sector for the sector and the country to remain competitive, relevant, and recognized across the globe. For instance, it cites that vocational education which develops human capital will be continued during NDP11; one of the biggest contributors to Botswana's economic diversification efforts. The automotive body repair industry is exposed to the consistently expanding innovation of body fix strategies. This requires learning programs are grown so learners entering this field of learning are acquainted with this innovation at a beginning period of their vocation as noted in the need's assessment survey carried out by the institution see Appendix B.

Presenting learners at this degree of adapting likewise shapes the help structure in a car body mechanics shop from where adapting step by step advances to further developed fix procedures at more elevated levels of learning, along these lines presenting learners to further developed and modern body fix techniques and hardware assisting with creating experts in the field in accordance with the nation's order (HRDC: 2013).

This is the main qualification in an arrangement and structures the reason for learners who need to follow a profession in the field of car body fix. This qualification centers on creating abilities and information important to start such a vocation. It likewise gives learners who have increased important involvement with the working environment with a chance to acquire credits through a RPL procedure. This qualification perceives the aptitudes, information, and qualities important in the work environment and will provide food for learners who:

- Have went to courses and need to apply the information picked up to exercises in the work environment.
- Are as of now laborers and have obtained abilities and information without having gone to formal preparing.
- Are part of a learnership program which incorporates organized learning and operational experience.

PURPOSE:

The purpose of this qualification is to produce graduates with Knowledge, Skills, and Competences to:

- Fix cars after they have been damaged in an accident or other incident.
- Use a wide array of tools to cut off old parts, connect new parts to the car, fill holes, repair scratches, dents, and dings, and make the car look as good as new.

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- Assess damaged vehicle and determine what it will take to repair it.

ENTRY REQUIREMENTS (including access and inclusion)

Access to the Qualification:

Access to the Certificate in Motor Vehicle Body Repairs and Refinishing is open to those applicants who have the following:

- Certificate III, NCQF level 3 (General Education or TVET).
- Entry through Recognition of Prior Learning in line with institutional and National Policies will be recognized.

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SECTION B		QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
1.Communicate with peers and supervisors in an automotive work context.		1.1 Communicate effectively with specific reference to corporate communication. 1.2 Interpret verbal and non-verbal communication effectively. 1.3 Use terminology that is appropriate to the situation and in accordance with normal workplace usage. 1.4 interpret information related to work tasks from a range of written and oral sources to ensure that work requirements are understood. 1.5 Ensure communication is clear and unambiguous and at an appropriate level for designated target audiences. 1.6 Communicate information that is accurate and convey it in accordance with acceptable timeframes. 1.7 Utilize communication that is effective, regular, and ongoing.	
2.Maintain automotive workshop tools and equipment.		2.1 Select and use tools and equipment in accordance with their design and are appropriate for the task at hand. 2.2 Source tools and equipment required for the scope of work from available supplies. 2.3 Check tools and equipment condition prior to use. 2.4 Identify and replace or repair faulty tools according to workplace procedures. 2.5 Use tools and equipment according to the manufacturer’s operating guidelines .	
3. Verify that information related to work tasks is accessed and interpreted from a range of written		3.1 Make the vehicle safe to work with in accordance with manufacturer specifications.	

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<p>and oral sources to ensure that work requirements are understood.</p>	<p>3.2 Identify body construction features of the vehicle in relation to access to damaged area.</p> <p>3.3 Identify vehicle safety features in terms of precautions when working near activation points.</p> <p>3.4 Prepare damaged panels for repair in accordance with workplace procedures.</p> <p>3.5 Clean and dismantle damaged components according to organisational requirements.</p> <p>3.6 Conduct work with due consideration for other team members and overall productivity.</p>
<p>4. Repair minor accident damage to vehicles.</p>	<p>4.1 Move and lift vehicle in accordance with accepted workplace procedures.</p> <p>4.2 Remove and replace damaged components according to manufacturer specifications.</p> <p>4.3 Determine consequences of not replacing components correctly in terms of safety hazards and customer satisfaction.</p> <p>4.4 Repair damaged body panels to original manufacturer specifications.</p> <p>4.5 Replace and seal repaired panels in accordance with manufacturer specifications.</p> <p>4.6 Conduct work with due consideration for other team members and overall productivity.</p>

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SECTION C	QUALIFICATION STRUCTURE					
	TITLE	Credits Per Relevant NCQF Level				Total (Per Subject/ Course/ Module/ Units)
		Level [4]	Level [5]	Level [6]	Level 7	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Introduction to Business Communication.	✓				10
	Engineering Science and Mathematics.	✓				10
	Introduction to Computers.		✓			15
	Engineering Drawing.		✓			15
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Motor Vehicle Body Repair Technology.		✓			20
	Motor Vehicle Workshop Practice.		✓			20
	Industrial attachment.		✓			30

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ELECTIVE/ OPTIONAL COMPONENT <i>Subjects/Courses/ Modules/Units</i> <i>(Choose 4)</i>						

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
4	20
5	100
TOTAL CREDITS	120

Rules of Combination:

Learners do all the fundamental courses worth 50 credits and all core courses worth 70 credits adding to 120 credits.

The qualification consists of 120 credits distributed as follows.

Level and Credits	Fundamental	Core	Elective
Level 4...credits....20	20 Credits		N/A
Level 5...credits....100	30 Credits	70 Credits	N/A
Total Credits 120	50 Credits	70 Credits	N/A

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ASSESSMENT ARRANGEMENTS

ASSESSMENT

- **Formative Assessment**

Formative assessment will constitute 60% of the final mark.

- **Summative assessment**

Summative assessment will constitute 40% of the final mark.

NB: Assessors shall be registered and accredited with a recognized qualifications authority.

MODERATION ARRANGEMENTS

Both internal and external moderation will be done in-line with applicable Institutional and National policies and regulations. In addition, all Moderators and Assessors must be registered and accredited with a recognized Qualification Authority.

RECOGNITION OF PRIOR LEARNING

Recognition of prior learning (RPL) will be considered for the award in the Certificate V in Motor Body Repairs and Refinishing. RPL is conducted in accordance with the institutional Recognition of Prior Learning Policy. This Policy provides processes and procedures by which RPL is conducted. RPL will be carried out in accordance with the policy of the institution and relevant national-level policy and legislative framework. This implementation will be consistent with the requirements of relevant national or international professional bodies.

CREDIT ACCUMULATION AND TRANSFER

Any candidate applying for Credit Accumulation and Transfer (CAT) will be expected to provide evidence of such learning that must be relevant, sufficient, valid, verifiable, and authentic.

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PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Academic Pathways

Learners who have graduated with a Certificate V in *Motor Vehicle Body Repairs and Refinishing* can proceed to do the following: -

LEARNING PATHWAYS

Vertical Articulation

- Diploma in Motor Vehicle Body Repairs and Refinishing.
- Diploma in Automotive Repair.
- Diploma in Automotive Motor Mechanic.

Horizontal Articulation

- Certificate V in Automotive Repair and Maintenance.
- Certificate V in **Automotive** Diagnostics and **Repair**.

EMPLOYMENT/ CAREER PATHWAYS

The Motor Vehicle Body Repairs and Refinishing cuts across different fields. The following are some positions one can attain after pursuing the degree:

- Commercial Vehicle Spray Painter.
- Metal Repairer- Motor Vehicle Manufacturing.
- Metal Finisher-Motor Vehicle Manufacturing.
- Motor Vehicle Body Repairer- Metal and Paint.
- Motor Vehicle Painter.
- Panel Beater.
- Auto body Technician.

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QUALIFICATION AWARD AND CERTIFICATION

The learner will be awarded a Certificate in Certificate in *Motor Vehicle Body Repairs and Refinishing* after attaining 120 credit value as specified in the rules of combination and credit distribution. This qualification does not have compensatory awards.

REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification compares with the following:

- Level 2 Diploma in Body Repair and Paint: British City and Guilds.
- Level 2 Diploma in Light Vehicle Maintenance Repair: St. Helens College (UK).

The proposed qualification is a NCQF Level 5, with 120 (60 core) credits as compared to NVQ Level 2 also with 120 credits in Vehicle Refinishing offered by St. Helens College. The entry requirements are NCQF level 4 (General Education or TVET) or Certificate III, NCQF level 3 (General Education or TVET) with Recognition of Prior Learning equivalent to at least 40 credits at NCQF level 4. Compared to NVQ Level 2 whose entry requirements are Vocational Qualifications Level 2, GCSEs at grade A* - C, ESOL skills for life Higher Diplomas Functional Skills Level 2 (English, mathematics & ICT).

Similarities

- All the qualifications have similar assessment strategies including class assessments, practical tests, presentations, formal modular tests etc.
- Another similarity can be seen in the employment pathway with all the qualifications selected citing jobs in the Motor Vehicle Repairs and Refinishing industry.
- Also, the graduates follow similar employment paths.

Differences

- The duration of study is differing in all the three qualifications.
- The load per certificate is different for the three qualifications, ranging from 4-7 subjects.

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- The NCQF for the three qualifications range from Level 3-5, which are certificate levels (BQA manual).

REVIEW PERIOD

This Qualification will be reviewed after every 5 years. However, the qualification can be reviewed when the need arises within the 5-year period.

