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

SECTION A: QUALIFICATION DETAILS													
<b>QUALIFICATION DEVELOPER (S)</b>		BA ISAGO University											
<b>TITLE</b>	Certificate V in Transport Management and Logistics										<b>NCQF LEVEL</b>	5	
<b>FIELD</b>	Business, Commerce and Management Studies			<b>SUB-FIELD</b>		Transport Management and Logistics				<b>CREDIT VALUE</b>	132		
New Qualification						✓		Review of Existing Qualification					
<b>SUB-FRAMEWORK</b>		General Education					TVET			✓		Higher Education	
<b>QUALIFICATION TYPE</b>	Certificate	I	II	III	IV	V	✓		Diplo ma		Bachel or		
	Bachelor Honours			Post Graduate Certificate						Post Graduate Diploma			
	Masters							Doctorate/ PhD					
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>													
<p><b>RATIONALE:</b></p> <p>Among other areas, the Botswana Human Resources Development Council Top Occupations in Demand (HRDC 2016) has identified the transport and logistics sector as a priority area for skills development based on the sub-sectors growth and potential for creation of employment. Further, the Botswana's Vision 2036 (2015:15-19) explains that transport and logistics sector in Botswana are playing a major role in bankrolling the economic accomplishments through the support of the transportation of goods and services. In recognition of these positive contributions, the Government of Botswana has set among its priorities the development of the transport sector by driving infrastructural development.</p>													

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The need for qualified workforces in logistics and supply chain management is emphasised by the National Development Plan (NPD11) which states that the country would undertake reforms to facilitate the movement of goods and services for efficiency and effectiveness, through the simplification and streamlining of import and export procedures, as well as the modernization of border procedures and control techniques.

The Botswana Vision 2036 (2015:17) explains that Transport and logistics services are essential for the economy to support the movement of passengers, goods and services. Furthermore, the Botswana Transport & Infrastructure Statistics Report (2015) states that the transport sector in Botswana has played an important role in economic growth in the 50 years post-independence. This assertion is justified by statistics to the effect that the Transport sector's contribution to the Country's GDP has been on the rise since 2006 (2.6%), to 5.6% in 2015.


#### **PURPOSE:**

The proposed Certificate V in Transport Management and Logistics qualification is expected to equip learners with broad technical knowledge, skills and competencies to:


- Process documentation for execution of transport and logistics operations e.g. customs clearance, invoice
- Provide support to logistics operations activities including sorting and packaging of merchandise following standard procedures.
- Organise warehousing, transportation and distribution activities for goods.
- Track movement of goods through logistic pathways to reach destinations on schedule.
- Calculate freight rates and other transportation costs associated with different modes transport.

#### **ENTRY REQUIREMENTS (including access and inclusion)**


- Applicants must have at least NCQF Level IV or equivalent with a pass in English Language.  
OR
- Candidates who do not meet the minimum academic qualifications stated above will be considered through Recognition of Prior Learning (RPL) process which shall be administered according to the National RPL Policy. There will also be provision for Credit Accumulation Transfer to the learner in a case they are transfer in from another institution as per National Policy on CAT

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<b>SECTION B</b>		<b>QUALIFICATION SPECIFICATION</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>		<b>ASSESSMENT CRITERIA</b>	
1. Implement cost effective transport selection techniques in promoting business activities.		1.1 Analyse the factors influencing transport quality and cost. 1.2 Appraise the role and importance of transport and logistics to businesses. 1.3 Select most appropriate mode of transport for business transactions. 1.4 Evaluate the pros and cons of different modes of transport. 1.5 Manage current and future developments in logistics and transport.	
2. Apply effective stock management techniques in the workplace.		2.1 Conduct warehouse and inventory management activities. 2.2 Organise stock in to different types. 2.3 Apply forecasting in inventory management. 2.4 Select appropriate warehouses from given alternatives. 2.5 Apply the warehouse operation activities in a correct sequence. 2.6 Select warehouse location for a business.	
3. Employ sustainable supplier relationship management models in transport and logistics.		3.1 Apply key factors in managing supplier relationship. 3.2 Implement work practices that optimise the benefits of managing supplier relationships in transport and logistics. 3.3 Classify suppliers for easy management. 3.4 Maintain supplier relations. 3.5 Monitor indicators of poor supplier relationship	

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	management in a business.
4. Implement the procurement and supply chain processes in the organisation.	4.1 Apply appropriate procurement types for the business. 4.2 Optimise on benefits of purchasing and supply chain management in transport and logistics. 4.3 Employ appropriate supply chain management strategies.
5. Develop contracts for transport and logistics management business.	5.1 Determine the key elements of a contract. 5.2 Handle the challenges involved in contract management and administration. 5.3 Identify the correct contract type from alternatives. 5.4 Apply proper contract management techniques.
6. Design a transport and logistics business proposal	6.1 Determine the different components of a business. 6.2 Select a profitable business idea. 6.3 Craft a bankable business plan.


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<b>SECTION C</b>	<b>QUALIFICATION STRUCTURE</b>				
<b>COMPONENT</b>	<b>TITLE</b>	<b>Credits Per Relevant NCQF Level</b>			<b>Total (Per Subject/ Course/ Module/ Units)</b>
		<b>Level [ 5 ]</b>	<b>Level [ 6 ]</b>	<b>Level [ 7 ]</b>	
<b>FUNDAMENTAL COMPONENT</b> <i>Subjects/ Courses/ Modules/Units</i>	Computer Skills	12			12
	Communication Skills	12			12
	Customer Care	12			12
<b>CORE COMPONENT</b> <i>Subjects/Courses/ Modules/Units</i>	Introduction to Logistics Management		12		12
	Warehousing Management	12			12
	Passenger Transport Operations	12			12
	Introduction to Occupational Health and Safety Management	12			12
	Supply Chain Operations	12			12
	Inventory Management	12			12
	Procurement	12			12
<b>ELECTIVE/ OPTIONAL COMPONENT</b>	Principles of Customs Clearing and Freight Forwarding	12			12

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<i>Subjects/Courses/ Modules/Units</i>	Transport Planning and Freight Operations	12			12
	Shipping, Forwarding and Transport Broking	12			12

<b>SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL</b>	
<b>TOTAL CREDITS PER NCQF LEVEL</b>	
<b>NCQF Level</b>	<b>Credit Value</b>
5	120
6	12
<b>TOTAL CREDITS</b>	<b>132</b>
<b>Rules of Combination:</b> <b>(Please Indicate combinations for the different constituent components of the qualification)</b>	
<p>The credit distribution is made up of 36 credits from the fundamental component, 84 credits from the core component and 12 credits from the elective component, where candidate choose only one module.</p>	

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## **ASSESSMENT ARRANGEMENTS**

All assessments which are leading to the award of the qualification should be based on learning outcomes and associated assessment criteria. Assessment will be conducted by Assessors who have been registered with Botswana Qualifications Authority (BQA). The assessments will be as follows:

### **i. Formative Assessment**

The weighting of formative assessment is 60 % of the final assessment mark.

### **ii. Summative Assessment**

The weighting of summative assessment is 40 % of the final assessment mark.

## **MODERATION ARRANGEMENTS**

Assessments will be internally and externally moderated by BQA registered and accredited moderators in line with approved moderation policies.

## **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning (RPL) will be applicable for consideration for award in this qualification.

## **CREDIT ACCUMULATION AND TRANSFER**


Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification.

## **PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**

### **Learning Pathways**

#### **Horizontal Articulation:**

- Certificate in Dangerous Goods - Multi-modal Transportation (NQF Level 5)
- Certificate in Exports Management and Logistics (NQF Level 5)
- Certificate in Road Transport Management and Logistics (NQF Level 5)
- Certificate in Road Transport Supervision (NQF Level 5)

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- Certificate in Shipping (NQF Level 5)

### **Vertical Articulation**

- Diploma in Transport Management and Logistics (NQF Level 6)
- Diploma in Supply Chain Management (NQF Level 6)
- Diploma in Export Administration (NQF Level 6)
- Diploma in Land Transport Planning (NQF Level 6)
- Diploma in Management (NQF Level 6)
- Diploma in Freight Handling Logistics (NQF Level 6)

### **Employment Pathways**

- Logistics Officer
- Material Controller
- Import/Export Officer
- Warehouse and Stock Controller
- Supply Chain Officer
- Distribution Officer
- Transport Officer
- Logistics Consultant

### **QUALIFICATION AWARD AND CERTIFICATION**


To be eligible for the award of the Certificate V in Transport Management and Logistics candidate should have obtained a minimum of 132 credits. A certificate will be issued to learners who are awarded the qualification.

### **REGIONAL AND INTERNATIONAL COMPARABILITY**

The aforementioned proposed qualification was benchmarked with the following qualifications:

1. National Certificate: Transport Operations-Transport Education and Training Authority (SAQA)
2. Certificate in Logistics and Transport Operations Management -Institute of Supply Chain Management (UK)
3. Certificate in Transport Management -Kwekwe Polytechnic College (Zimbabwe)



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### Similarities:


All the qualifications are:

- Pecked at a level equivalent to NCQF level 5.
- Offered over a period of one year.
- Aimed at Transport Management/Operations as exit outcome.
- The proposed qualification is more closely similar to qualification offered by Institute of Supply Chain Management as they both offer similar domains such as; Warehousing, Transport Management, Logistics and Inventory.
- Compared with Kwekwe Polytechnic College's qualification they are similar in Transport Operations, Computers and Communication domains and with SAQA they only share Supply Chain and Transport Operations domains.

### Differences:

- The proposed qualification bears 132 credits while the SAQA qualification has 138 and The Institute of Supply Chain Management bears 30 credits.
- Institute of Supply Chain Management offers the qualification online whereas SAQA and Kwekwe Polytechnic offer their qualifications on full time basis and the proposed qualification will be offered on both part time and full time basis.
- Kwekwe Polytechnic and the proposed qualification use assignments and examinations as assessment strategies while SAQA uses simulation and role plays.
- The proposed qualification has more differences than similarities with qualifications from SAQA and Kwekwe Polytechnic College in terms of domains offered.

The three qualifications benchmarked above follow similar structures and standards to the proposed one. This qualification generally compares well with all the qualifications studied since the exit-level outcomes cover similar scope and depth and are aligned to exit-level descriptors typical of this level and type of qualification as done within the region and beyond. However, what sets the qualifications apart is it combines domains from the compared institutions which gives the qualification better quality.

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### **REVIEW PERIOD**

This qualification will be reviewed every 5 years.

