



# BQA NCQF Qualification Template

DNCQF.FDMD.GD03

Issue No.: 01

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER		Construction Industry Trust Fund (CITF)					
TITLE		Certificate III in Furniture Making			NCQF LEVEL		3
FIELD	Manufacturing, Engineering and Technology			SUB-FIELD	Furniture Making		
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						44	
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p><b>Rationale</b></p> <p>Government has identified high unemployment and poverty amongst youth as a national security risk, hence the need to train this section of the population in productive and income generating skills.</p> <p>Despite the country continuing to receive investments, these investments are biased towards capital intensive ventures. This situation has the inherent risk of unemployment continuing to surge, and the government, through its vital development policy paper, National Development Plan 11 (NDP 11), has identified areas of potential high employment uptake such as manufacturing, agriculture and services, and has made a commitment to give these sectors extensive support with a view to making meaningful contribution the growth of the economy.</p> <p>Another policy document that makes mention of skills development as a vehicle towards inclusivity and provision of opportunities for all, is the Vision 2036 document under the of Human and Social Development (Pillar 2) which states that” Botswana society will be knowledgeable with relevant quality education that is outcome based, with emphasis on technical and vocational skills as well as academic competencies.”</p> <p>In his inauguration speech on 1<sup>st</sup> April 2018, the newly inaugurated president, His Excellency Dr. Mokgweetsi Eric Keabetswe Masisi stated that one of his top priorities was to tackle unemployment, especially among the</p>							

youth, who constitute 60 % of the population and therefore investing in them as future leaders was like building a bridge for the future. The president said:

*“The realization of the demographic dividend is of paramount and strategic importance since the success of our youth is the only guarantee of the long term economic prospects of Botswana. It is imperative therefore, for Government to redouble its effort to optimise the participation of our youthful population in the economy of this country.”*

As one of the strategies to achieve the above suggested the “scaling up access to technical and vocational education and training opportunities, in order to avail the requisite skills for the labour market”. Furniture Making is one such sector in manufacturing with a high potential for employment uptake. As an emerging sector there is need for standardization that would give professionalization of this sector

### **Purpose**

The Certificate III in Furniture Making is for persons who want to develop their knowledge and skills in furniture making, thereby creating opportunities for gainful employment and self-employment. In addition, this qualification allows for vertical articulation in the field of Furniture Making.

This qualification provides qualifying learners with the underlying furniture making knowledge, skills and values required in order for one to become competent and semi-professional practitioner of the industry.

The qualification also aims to inculcate the spirit of entrepreneurship to enable learners to become self-employed, besides being employees within the furniture making sector and pursue further learning in specific areas of furniture making.

Holders of this qualification will be able to:

- Perform all manufacturing operations in a safe and environmentally friendly environment.
- Interpret furniture making drawings.
- Demonstrate knowledge of materials and finishes used in furniture making.
- Identify and solve problems in relation to the production of furniture within their work area.
- Prepare materials according to drawings and specification.



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- Make different types of furniture by hand.
- Understand fundamental ergonomics' principles.

### ENTRY REQUIREMENTS (including access and inclusion)

#### Entry Requirements:

- Must have acceptable basic education NCQF Level II, Certificate II or equivalent.
- In the spirit of life-long learning, mature entry candidates would also be considered
- Both recognition of prior learning (RPL) and credit accumulation and transfer (CAT) will be considered for entry into this qualification, in accordance with institutional and national policies.

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
Upon completion of the qualification, candidates will:		
<ul style="list-style-type: none"><li>Identify different types of products in furniture making.</li></ul>	<ul style="list-style-type: none"><li>Differentiate different types of products in furniture making.</li><li>Explain and present the end result of the product.</li><li>Describe various types of end products in furniture manufacturing.</li></ul>	
<ul style="list-style-type: none"><li>Identify different types of materials and finishes.</li></ul>	<ul style="list-style-type: none"><li>Factors for selecting materials in Furniture Making are described.</li><li>Differentiate between materials and their finishes.</li><li>Identify different Methods of finishing.</li></ul>	
<ul style="list-style-type: none"><li>Make different types furniture by hand</li></ul>	<ul style="list-style-type: none"><li>Prepare cutting list from a given drawing and specifications for furniture making project.</li><li>Produce finished product to the required drawing specification according to standards.</li><li>Plan, make and finish different types of furniture by hand according to industry standards.</li><li>Potential risks and hazards associated with each task are identified.</li></ul>	
<ul style="list-style-type: none"><li>Carry out Furniture restoration</li></ul>	<ul style="list-style-type: none"><li>Principles of furniture restoration and conservation and described and applied.</li><li>Describe factors for selecting materials in restoration.</li><li>The process of furniture restoration is explained.</li><li>Describe potential consequences of different cleaning methods.</li><li>Carry out restorations on joints and veneers according to standards.</li><li>Carry out surface finish on fittings according to standards.</li></ul>	

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<ul style="list-style-type: none"><li>• Use, care and maintenance of tools and equipment</li></ul>	<ul style="list-style-type: none"><li>• Describe different types of tools and equipment used in furniture making and restoration.</li><li>• Use furniture making and restoration tools and machines according to manufacture specifications and industry standards.</li><li>• Care, maintaining and store tools and machines accordingly procedure and industry standards.</li><li>• Comply with relevant rules and regulations of using tools and machines</li></ul>
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<b>QUALIFICATION STRUCTURE</b>			
			<b>SECTION C</b>
<b>FUNDAMENTAL COMPONENT</b> Subjects / Units / Modules /Courses	<b>Title</b>	<b>Level</b>	<b>Credits</b>
	Safety, health and environmental protection	3	2
	Timber Fundamentals	3	3
	Materials for manufacturing timber products	4	2
	Productive work requirements	3	2
	Fundamental entrepreneurial principles	3	3
<b>CORE COMPONENT</b> Subjects / Units / Modules /Courses	Principles of Furniture Making	3	3
	Woodwork Practices	3	2
	Preparation and assembling furniture components or parts.	3	3
	Quality control and inspection of assembled components.	4	3
	Hand turning wood to produce furniture articles	3	3
	Hand finishing methods in furniture making	3	2
	Install furniture making finishing components	3	3
	Furniture restoration	3	3
	Introductory upholstery skills	3	3
	Use, care and maintenance of tools and equipment for furniture making.	3	3
<b>ELECTIVE COMPONENT</b> Subjects / Units / Modules /Courses	Preparation of Do- It- Yourself (DIY) Furniture products	3	4
	Non-wood furniture manufacturing	4	4
	Operation of a dimension Saw to produce square profiled furniture components	3	4
	Operate a walking foot sewing machine to sew upholstery covers	3	4
	Operate a straight cutting saw to cut square profiled furniture components	3	4
	Demonstrate knowledge of non-wood furniture manufacturing	4	4
	<b>TOTAL</b>		<b>44</b>

**Rules of combinations, Credit distribution (where applicable):**

Qualification consists of fundamental, core and elective components.

To be awarded the Qualification learners are required to obtain a minimum of 44 credits as detailed below.

**Fundamental Components:**

The Fundamental components consist of foundational knowledge in Furniture Making to the value of 12 credits all of which are compulsory.

**Core Components:**

The core components consist of modules containing applied knowledge and practical skills to the value of 28 credits which are compulsory.

**Elective Components:**

Learners are to choose elective unit standard to the value of at least 4 credits so as to attain a minimum of 44 credits for the qualification.

<b>Modules</b>	<b>Fundamental</b>	<b>Core</b>	<b>Elective</b>
Level 3	10	25	12
Level 4	2	3	4
<b>Total Credit</b>	12	28	4
<b>Total Credit Value</b>			<b>44</b>

## **ASSESSMENT AND MODERATION ARRANGEMENTS**

### **Assessment Strategies, Requirements and Weightings**

All assessments leading/contributing to the award of credits, or a qualification shall be based on learning outcomes and/or sub-outcomes.

#### **1.1 Formative assessment**

Formative or continuous assessment should be conducted to inform teaching and learning and establish the learner's level of readiness for progression to the next learning unit or module. This shall include knowledge-based tests and practical exercises.

#### **2. Summative assessment**

Internal summative assessments will be conducted per module by the ETP.

#### **3. Mainstream assessment**

Candidates shall undergo both written and practical assessments. Written assessment shall be 80% pass mark while practical assessments shall be 100% pass mark. To attain this qualification, a candidate must complete all the modules which are combination of written and practical assessments.

All practical assessments must be conducted in simulated work practice settings and within the stipulated time frame.

A candidate shall be given three attempts to meet the minimum requirements for completion of this qualification. Candidates who fail to meet re-assessments shall be deemed not yet competent on a particular module(s).

#### **4. Documentation**

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



## **5. Internal Moderation**

There shall be a robust internal moderation system performed by officers of Senior Facilitator and above. Amongst the activities of the internal moderation process, the following activities shall be carried out:

- Determining that the assessment strategy to be used is appropriate for the learning outcome to be assessed.
- Determining that the assessment instrument adequately captures the learning outcomes against which the assessment is to be carried out.
- Determining 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 criterion is consistent with the learning outcomes against which the assessment is to be done.

## **6. External Moderation**

External Moderators that are registered and accredited with BQA would verify that the assessment has been done in compliance with assessment principles. This shall include:

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

### **6.1 Sampling Procedure for Moderation**

The total number of scripts to be sampled shall be dependent on the total number of candidates. If the number of candidates is 20 or less, the moderator should go through all the papers. For more than 20 candidates, the sample shall be 20 candidates plus 10% of the remaining total number of Scripts. The sample should be representative of the population of candidates in relation to performance, gender, etc.

## **6.2 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 (if applicable)**

The qualification may be obtained in whole or in part through the process of Recognition of Prior Learning. Learners who meet the requirement of any unit standards in this qualification will have automatic credit transfer for those particular unit standards.

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.

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

Horizontal Articulation:

Graduates of this qualification may consider pursuing to other qualifications on the same levels in the field of Furniture Making such as:

- Certificate III in Cabinet Making,
- Certificate III in Furniture Finishing and Upholstery.

**Vertical Articulation:**

Learners may progress to higher level in the same field such as

- Certificate IV in Cabinets making
- Certificate IV in Furniture making (CITF)
- Certificate IV in Furniture Finish and Upholstery
- Certificate IV in Furniture Upholstery

**Employment Pathways**

Learners who attain this qualification will have competencies and attributes to work as:

- Furniture Maker
- Cabinets Maker
- Upholsterer

**QUALIFICATION AWARD AND CERTIFICATION**

**Minimum standards of achievement for the award of the qualification**

Candidates shall be deemed successful when they achieve 80% in a written test and 100% on all practical tests.

The candidate must have met the following requirements:

- All exit level outcomes
- Minimum credit requirements
- All programme requirements including modules.

**Certification**

Upon completion of the qualification the candidate will be awarded a certificate for achievement of **Certificate III in Furniture Making** at NCQF Level 3.

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**REGIONAL AND INTERNATIONAL COMPARABILITY**

This qualification was compared with furniture making qualifications from a variety of countries, including South Africa, Zimbabwe, Namibia, New Zealand, and the United Kingdom.

### **National Certificate: Furniture-Making: Wood Level 2 (South Africa)**

The Ekurhuleni East College for TVET has a Qualification in Furniture Making at level 2 with total credits of 125.

The purpose of this qualification is to provide the student with upholstery skills to enable them to enter into a career in furniture production.

All projects are industry-based, and students are given the opportunity to job shadow and to do in-service training. The culmination of the course is the student portfolio of work, which provides the student access into the furniture industry.

#### **Qualification Structure**

- Theory of Upholstery
- Engineering Drawing
- Upholstery Practical
- English Communication
- Mathematical Literacy

### **Carpentry and Joinery Certificate (Zimbabwe)**

This qualification is offered by Speciss College in Zimbabwe. Entry into the qualification requires a minimum of O Levels, and topics covered include:

- General Woodwork
- Furniture Making
- Wood Machining

## **Namibia**

**Joinery/Cabinetmaking Trade**, a certificate qualification offered by the Windhoek Vocational Training Centre (Namibia), prepares skilled artisans in an intensive programme, which provides a sound foundation and practice combined with experience in the working environment.

Tasks include:

- Sketches, drawings and specifications to determine job requirements
- Selecting and measuring appropriate kind of wood, cutting and shaping the material with hand tools or woodworking machines to form suitable units for assembling
- Joining the units to products by using glue, screws, nails and other means decorating furniture and fixtures by inlaying wood, applying veneer and carving designs.
- Finishing surfaces of fabricated wooden articles or furniture.
- Maintaining the woodworking machines and hand-tools, adjusting accessories and sharpening the cutting blades.
- Designing and manufacturing tables, chairs; stools, drawers, trays, beds and other furniture for house interiors.
- Performing decorative works in houses and premises, setting up shelves and equipping build-in compartments and wardrobes.
- Planning, designing and manufacturing doors, windows and other products like complete.

## **United Kingdom**

York College in the United Kingdom offers a Level 1 Certificate **Award in Creative Crafts (Furniture Making)**, which has the following as some of its topics:

- Homemade Furniture
- Woodworking Machinery

The qualification is assessed by a practical assignment and a furniture-related theory assignment linked to handmade furniture product, which the learner will create during the year.

City & guilds has a Level 1(40 credits) Certificate in Making Furniture and Furnishings qualification which is almost similar to this qualification and have the following Exit – Level Outcomes:

- Produce a multi – joint frame.
- Produce simple curtains.
- Upholster a frame.
- Polish a frame.

### **New Zealand**

The Centre for Fine Woodworking in New Zealand offers a 32-week fulltime **Certificate** qualification called **Furniture Makers' Programme**

This qualification is designed to having learners creating a collection of work which will be the foundation of their own portfolio, with all work being professionally photographed.

Topics covered include:

- Cabinet Making.
- Curvature – Design and Make a Hall Table.
- Chair Making – set project.
- Chair Design & Make Project.

The qualification is assessed by a practical assignment and a furniture related theory assignment linked to handmade furniture products, which the Learner will create during the year. Learners are initially assessed on hand skills, accuracy, and use of fundamental woodworking machinery. Later the learners are assessed on critical and analytical skills.

The qualification provides a firm foundation from which they may go on to build careers in the field, either through setting up their own workshops or initially taking their experience to work alongside other established designer/furniture-makers. For others it may be used to enormously enhance the pleasure they get from their own personal woodworking practice.

### **Summary of Similarities and Differences Observed**

- i) The Ekurhuleni East College for TVET qualification includes upholstery.
- ii) At Speciss, the qualification is called Carpentry and Joinery, with Furniture Making as module.
- iii) The Joinery/ Cabinetmaking Trade at the Windhoek (Namibia) college is an all embracing trade which attempts to cover all the various aspects of wood related work.
- iv) With the UK qualification, Furniture Making is a strand of Creative Arts.
- v) The New Zealand qualification is more focused on furniture making with a little degree of design in it.

### **Conclusion**

The proposed qualification generally compares well with the qualification studied since the exit outcomes cover similar scope and depth and are aligned to exit-level descriptors typical of this level and as done within the region and beyond as well as competencies required for registration and accreditation with professional bodies in the case of South Africa and New Zealand.

What sets this qualification apart from the qualifications examined is that there is provision for development of attributes such as effective communication and mathematical literacy, which are critical for basic entrepreneurship. This qualification, because of the level does not cover the aspect of design, but rather focuses on the production process.

### **REVIEW PERIOD**

This qualification shall be reviewed after 5 years from the date of registration.