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

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)				<ul style="list-style-type: none"> Gaborone University College of Law & Professional Studies Boitekanelo College Botho University Mega Size College RAVOS Technical College BA ISAGO University 									
TITLE		CERTIFICATE V IN OCCUPATIONAL HEALTH, SAFETY AND ENVIRONMENT								NCQF LEVEL		5	
FIELD		HEALTH AND SOCIAL SERVICES		SUB-FIELD		OCCUPATIONAL HEALTH AND SAFETY				CREDIT VALUE		1 3 2	
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>This qualification is designed to provide learners with opportunities for professional development and career advancement within Occupational Health, Safety and Environment (OHSE). It will assist those health and safety professionals who play an increasingly complex and crucial role in ensuring the health and safety of employees have a well-grounded and comprehensive understanding of the key issues that</p>													

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are essential to meet these high demands. (Ministry of Health Integrated Service Plan 2010-2020)
Prospective health and safety professionals will also have a firm foundation on OHSE which will help them in the line of work or if they progress to diploma.

Occupational health and safety qualification will contribute enormously in the prevention of work-related disease and injuries, the reduction of risk factors associated with specific occupational diseases. This will be in line with the Botswana 2036 health and wellness vision (Vision 2036:30). Botswana's economy is ever on the rise and according to vision 2036, this gives the need for skilled manpower to aid in industry. Worldwide, occupational injuries and accidents have resulted in Governments losing large sums of money and manpower through occupational deaths and disabilities. Botswana is no exception to this situation as explained by the number of accidents and injuries reported at the recently shut down BCL mine. this qualification seeks to equip learners with skills to assist with provision of safe, safety and productive environments.

There is a critical need in the industry to recognize learner competence regarding essential operations associated with a healthy, safe and productive working environment. This qualification is the entry level to a career path in one of the areas of specialization in Occupational Health and Safety. It is generic enough to allow maximum mobility within the field of application. Obtaining formal qualifications in OHS will enable the learner to operate in a wide range of environments lining with NDP 11 (NDP 11 April, 2017 – March, 2023) health strategy that strives to invest in healthy living through prevention infrastructure, research and striking a balance between health services provision and organizational empowered efforts. Reference is also made to the findings of GUC Needs Assessment Report of 2018 (see attached) which outlines the need for the development of this qualification.

PURPOSE:

This qualification is designed to accommodate the needs of a wide cross section of industry personnel. The qualification provides evidence of the attainment of an intermediate level of workplace health and safety knowledge as well as recognizing competencies associated with a range of workplace safety and health issues from specific industries.

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This qualification has been designed to equip learners to work in different industries or divisions related in occupational health and safety. The compulsory section covers the common health and safety skills and knowledge required by all industries whereas the elective section pave a way for learners to specialize in OHS.

This qualification will equip learners with the following skills:

- Execute general health and safety procedures.
- Assess current occupational health and safety management issues.
- Conduct preliminary risk assessment and supervision.
- Identify typical hazards in the workplace.
- Implement remedial action to control workplace hazards.
- Conduct preliminary fire risk assessment measures.
- Develop a positive health and safety culture in the workplace.

ENTRY REQUIREMENTS (including access and inclusion)


▪ Minimum Entry Requirements

NCQF Level IV or equivalent (General Education or TVET) shall be required for candidates to be accepted into the Certificate V in Occupational Health and Safety.

▪ Recognition of Prior Learning (RPL)


Applicants who do not meet the above criterion but possess relevant industry experience may be considered through applicable RPL (Recognition of Prior Learning) and CAT (Credit Accumulation and Transfer) National policies.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Interpret and apply occupational health and safety legislative requirements, industry standards, and best practices in a variety of workplaces.	1.1 Apply knowledge of relevant occupational health legislative instruments that relate to specific industry. 1.2 Demonstrate ability to apply occupational health industry standards relevant to their industry 1.3 Develop best occupational health and safety working practices relevant to workplaces.
2. Demonstrate competency in applying risk management principles.	2.1 Identify hazards in the workplace. 2.2 Perform risk assessment regarding identified risks. 2.3 Implement risk control measures. 2.4 Monitor the risk control measures.
3. Develop and Support safety programs and implement procedures.	3.1 Design measures suitable to control any given work-related hazards. 3.2 Report after inspections and communicate with management and employees concerning identified risks.
4. Cultivate and promote a positive safety culture in the organization.	4.1 Demonstrate ability to implement relevant safety plans, policies, procedures and programs to ensure safe work practices. 4.2 Identify potential common issues which could have an impact on employee's health and safety in a day-to-day workplace environment. 4.3 Advise management on health and safety issues to encourage compliance to legislative requirements.

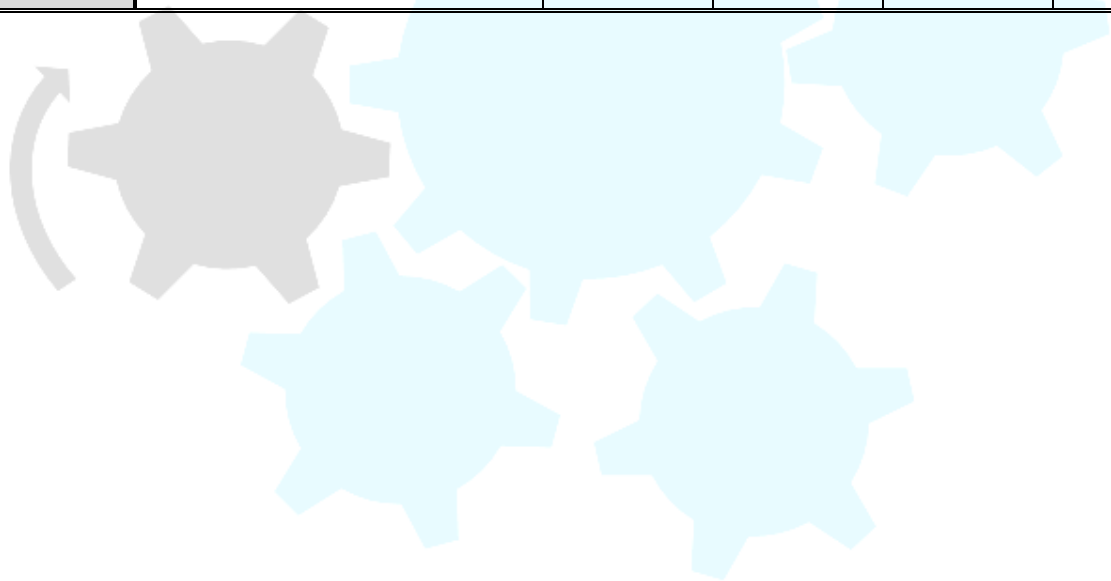
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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [5]	Level [6]	Level [7]	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Communication and study skills	10			10
	Information Technology	10			10
CORE COMPONENT Subjects/Courses/ Modules/Units	Occupational Health and Safety Legislation	12			12
	Fire Safety and Emergency		12		12
	Introduction to Environmental Management	12			12
	Introduction to Anatomy and Physiology	12			12
	Introduction to Occupational Health and Safety	12			12
	Safety Principles and Practices		12		12
	Organisational Behaviour and Ethics	12			12
	Industrial attachment		16		16

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ELECTIVE/ OPTIONAL COMPONENT Subjects/Courses/ Modules/Units	Introduction to Occupational Hygiene and Toxicology		12		12
	Quality Management		12		12



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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
5	80
6	52
TOTAL CREDITS	132
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
<p>Fundamental component: 10 credits</p> <p>Core component: 114 credits</p> <p>Elective component: 12 credits (Learners choose one elective)</p> <p>Total: 132credits</p>	

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ASSESSMENT ARRANGEMENTS

Both assessment and moderation arrangements will be done by BQA registered and accredited moderators and assessors.

All assessments leading to the awarding of this qualification will be based on learning outcomes associated with the following assessment criteria;

1. Formative assessment
 - Assignments - 10%
 - Midterm Examination- 20%
 - Practicum – 30%

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

2. Summative Assessment
 - Final Examination 40%

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

MODERATION ARRANGEMENTS

Internal Moderation

- Internal moderators to be engaged will be BQA accredited subject specialists in relevant fields with relevant industry experience and academic qualifications.
- Internal moderation shall be done in accordance with applicable policies and regulations.

External Moderation

- External moderators to be engaged will be subject specialists in relevant fields with relevant industry experience and academic qualifications.
- External moderation shall be done in accordance with applicable policies and regulations.

RECOGNITION OF PRIOR LEARNING

Candidates who wish to apply for RPL will be assessed in accordance with the national RPL policy.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation and Transfer System (CATS) will also be implemented for this qualification in accordance with relevant national policies and procedures for respective ETPs offering this qualification.

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CATS General Rules:

- The recognition of credits for the purposes of transfer from one qualification to another is determined by the nature of the qualifications.
- All credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification; or may be recognised by a different institution as meeting part of the requirements for a different for the same qualification.
- A Maximum of 50% of the credits of a completed qualification may be transferred to another qualification to protect the integrity of qualifications by ensuring that the exception does not become the norm.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

The qualification cuts across major industries wherever people are engaged in work and the work poses harm to all working in that environment. The qualification is designed to enable safe working conditions in all atmospheres to preserve life and instil safety in all work being carried out. Any individual can do the course to encourage safe working conditions that eliminate harm.

LEARNING PATHWAYS

Horizontal Articulation

- Certificate V in Risk Management
- Certificate V in Environmental Management
- Certificate V in Quality Management


Vertical Articulation:

- Diploma in Safety Management Diploma in Health and Safety
- Diploma in Environmental Management

EMPLOYMENT PATHWAYS

The certificate in Occupational health and safety cuts across different fields. The following are some positions one can attain after pursuing the degree:

- SHE Officer
- Assistant Risk Officer
- Working in government health department.

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QUALIFICATION AWARD AND CERTIFICATION


Upon completion of 132 credits of this qualification, the learner has satisfied the examiners, through its examination board will confer the Certificate V in Occupational Health, Safety and Environment.

REGIONAL AND INTERNATIONAL COMPARABILITY

To establish the regional and international comparability, 2 international qualifications were identified and benchmarked against. Unfortunately, the developer could not find any similar qualification to benchmark against regionally. The ones found were either short courses, non-credit bearing or at lower level like National Certificate in Occupational Health, Safety and Environment (SAQA, South Africa) which is at NQF Level 2.

The comparability was looking at the entry requirement, modules and/or exit level outcomes, credit allocation and the NQF level of the qualification at the country of origin.

Qualification Name (Country of origin)	NQF Level	Credits	Entry requirements	Modules/ Exit Level Outcomes
Certificate IV in Work, Health and Safety (University of Victoria, Australia)	AQF Level 4 <i>Australian Qualifications</i>	Not stated <i>Australian Qualifications Framework' qualification levels are characterised by level descriptors/criteria of knowledge, skills and application of skills and knowledge, not credits.</i>	Senior Secondary Certificate of Education OR any combination of equivalent education and work experience	1.Assist with workplace compliance with WHS laws 2.Contribute to implementation and maintenance of WHS consultation and participation processes 3. Contribute to WHS risk management 4,.Contribute to implementing WHS systems 5.Contributing to implementing WHS monitoring systems
National General Certificate in Occupational Health and Safe (NEBOSH) (British Safety Council, UK)	RQF Level 3	11	Not stated	1.Management of health and safety Why we should manage workplace health and safety. How health and safety management systems work and what they look like Managing risk – understanding people and processes Health and safety monitoring and measuring

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				2.Risk assessment Physical and psychological health Musculoskeletal health Chemical and biological agents General workplace issues Work equipment Fire Electricity
<p>Comparability statement: Although the title of the above qualifications and credit allocation differ. However, when mapped into the NCQF, they fall under NCQF Level 5 and equate to Certificate V in Occupational Health and Safety.</p> <p>Further similarities and differences of the qualifications as per the comparative matrix above are shown under columns headed Entry Requirements and Modules/ Exit Level Outcomes.</p>				
REVIEW PERIOD				
The qualification will be reviewed after 5 years.				

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