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		Issue No.	01
		Effective Date	04/02/2020

SECTION A: QUALIFICATION DETAILS

QUALIFICATION DEVELOPER (S)		Mega Size College												
TITLE	Diploma in Fleet Management										NCQF LEVEL 6			
FIELD	Business, Commerce and Management Studies			SUB-FIELD		Fleet Management					CREDIT VALUE	240		
<i>New Qualification</i>						<input checked="" type="checkbox"/>		<i>Review of Existing Qualification</i>						
SUB-FRAMEWORK		General Education			<input type="checkbox"/>		TVET			<input type="checkbox"/>		Higher Education		<input checked="" type="checkbox"/>
QUALIFICATION TYPE	Certificate	I	II	III	IV	V	Diploma	<input checked="" type="checkbox"/>	Bachelor or					
	Bachelor Honours			Post Graduate Certificate					Post Graduate Diploma					
	Masters					Doctorate/ PhD								

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

The 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. It should be noted from the onset that fleet management is a component of transport, hence when one talks about transport, fleet is embedded in it.

The Botswana Transport & Infrastructure Statistics Report (2015) also postulates 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. It should be noted that Fleet Management is a form of Transport Management hence it falls under Transport field of study.

The Botswana's Vision 2036 (2015:15-19) explains that transport and logistics sector in Botswana are playing a central role in facilitating the economic activities through their supporting of the movement of goods and

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services. In acknowledgement of these positive contributions, the Botswana Government has set among its priorities the development of the transport sector by driving infrastructural development. The Vision 2036 (2015:17) further explains that Transport and logistics services are essential for the economy to support the movement of persons, goods and services.

Transport and Logistic professionals remain in high demand in Botswana (HRDC, Top Occupations in High Demand, Dec 2016, p3). As espoused in the Botswana Vision 2036, Transport and Logistics are enablers of other business sectors as they play a key role in the facilitation of all sectors, hence the need to develop the qualification in Fleet Management. In this end it should be noted that Procurement and Supply involves both transport and logistics. The skill demand in this area is also supported by the HRDC Labour Market Observatory which identifies transport and logistics as critical drivers all other sectors from Health, Education, ICT, Research & Innovation, to Science & Technology. Botswana will be developing into a regional transport corridor moving and connecting people goods and services with the rest of the world (Vision, 2036, p. 18).

PURPOSE:

The purpose of this qualification is to equip graduates with knowledge, skills, and competences to:

1. Manage fleet and supply chains locally and globally in an effective and efficient manner.
2. Develop appropriate interventions to mitigate fleet operations challenges.
3. Apply relevant legislative and regulatory requirements relating to vehicle fleet operations.
4. Prepare requests for proposals to outsource fleet management operations.
5. Implement projects related to fleet management that have been approved by management.

ENTRY REQUIREMENTS (including access and inclusion)

The minimum entry requirements:

Applicants will be admitted to this qualification on the basis of one of the following minimum qualifications:

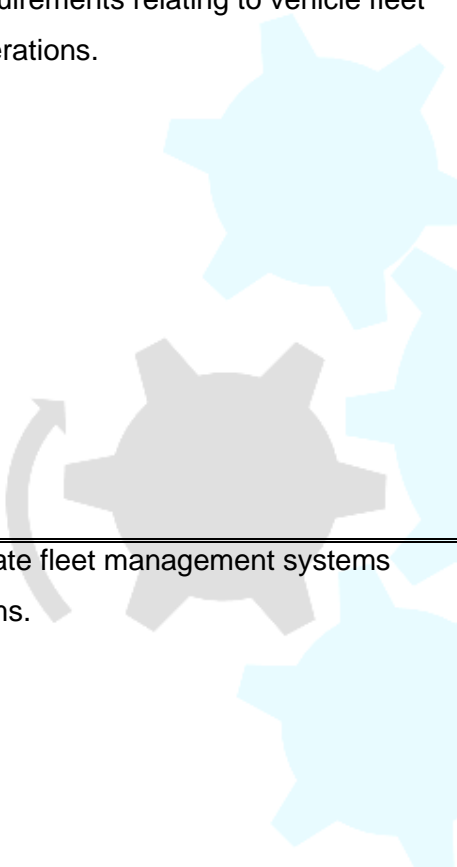
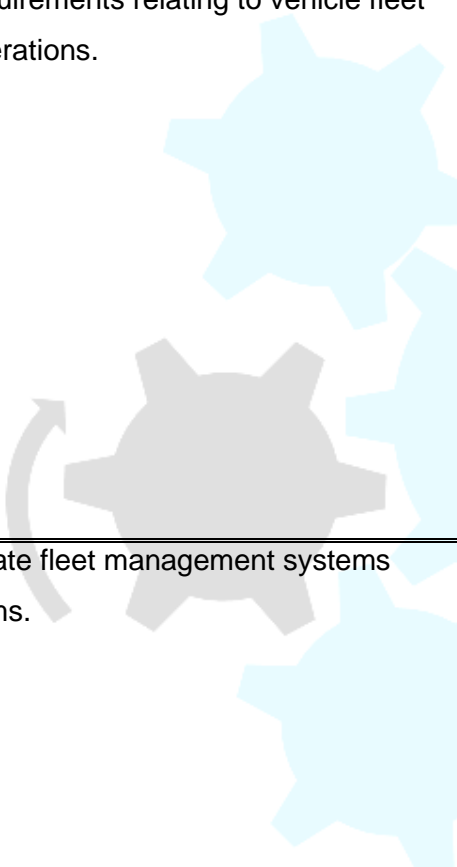
- ✓ NCQF Level 4 or any equivalent qualification such as Cambridge or BGCSE
- ✓ In addition to the above admission criteria, relevant experience in the business sector will also be considered. This is recognition of prior learning (RPL).

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Communicate effectively in a range of routine and complex public and private sector settings.	1.1 Apply communication theory for effective communication through a variety of modes such as oral, written, and electronic communication. 1.2 Conduct a meeting in a professional manner within a business environment. 1.3 Design appropriate graphic media to complement or substitute other modes of communication.
2. Develop appropriate interventions to mitigate fleet operations challenges.	2.1 Apply effect administrative skills in a fleet operations environment. 2.2 Identify possible fleet operation challenges. 2.3 Suggest a framework of mitigate fleet operations challenges. 2.4 Implement different leadership styles in the running of a department.
3. Develop methodologies and techniques to maximize the utilization of the organization's vehicle fleet and specialized assets.	3.1 Identify methodologies and techniques to maximise the utilization of the organization's vehicle fleet and specialized assets. 3.2 Propose methods of maximizing the utilization of the organization's vehicle fleet and specialized assets. 3.3 Apply fleet management models in solving problems related to demand in fleet utilization. 3.4 Apply the theory and principles organisation's vehicle fleet and specialized assets.

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<p>4. Apply relevant legislative and regulatory requirements relating to vehicle fleet operations.</p> 	<p>4.1 Differentiate legislative and regulatory requirements relating to vehicle fleet operations in Botswana.</p> <p>4.2 Evaluate the implication of relevant legislative and regulatory requirements relating to use of public roads, and occupational health and safety.</p> <p>4.3 Identify requirements for operating a public passenger vehicle.</p> <p>4.4 Identify penalties associated with infringing road regulations.</p> <p>4.5 Solve problems related to legislative and regulatory requirements relating to vehicle fleet operations.</p>
<p>5. Investigate fleet management systems problems.</p> 	<p>5.1 Identify fleet management systems problems.</p> <p>5.2 Describe the underlying causes of fleet management systems problems.</p> <p>5.3 Examine different alternatives of solving fleet management systems problems.</p> <p>5.4 Apply knowledge gained on fleet management systems in solving problems related to fleet management systems.</p> <p>5.5 Apply the theory and principles of fleet management systems in solving fleet management systems problems.</p>
<p>6. Prepare requests for proposals to outsource fleet management operations.</p>	<p>6.1 Analyse the application of principles of outsourcing.</p> <p>6.2 Explain the process involved in outsource fleet management operations.</p> <p>6.3 Identify problems associated with outsourcing fleet in the operation of an organisation.</p>

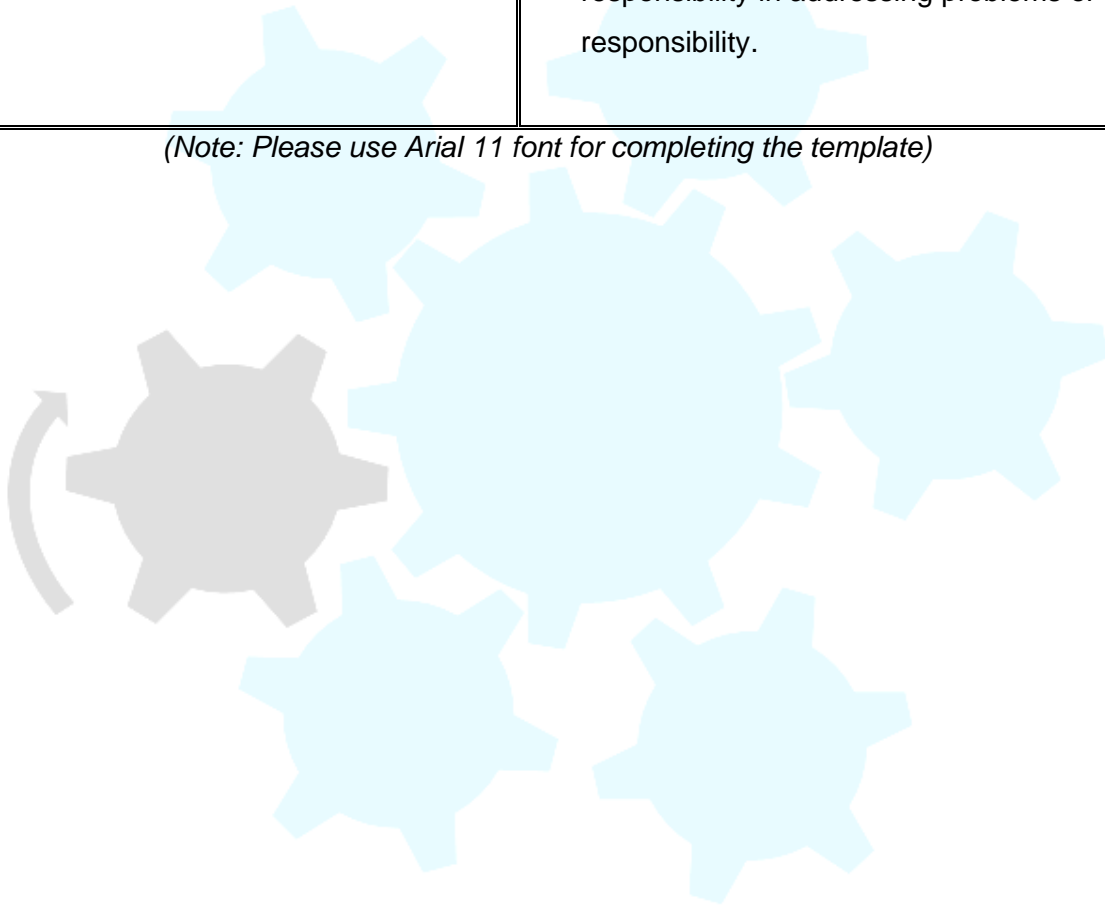
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	<p>6.4 Suggest solutions to problems associated with outsourcing of fleet by any organisation on its operations.</p> <p>6.5 Apply the theory and principles of outsourcing in outsourcing fleet for their organisations.</p>
7. Manage risks associated with fleet management, that may impact on the financial resources of the organisation.	<p>7.1 Identify risk associated with fleet management that impact on the financial resources of the organisation.</p> <p>7.2 Explore ways of managing risks associated with fleet management that may impact on the financial resources of the organisation.</p> <p>7.5 Apply the theory and principles used in solving problems associated with risk in fleet management.</p>
8. Implement projects related to fleet management that have been approved by management.	<p>8.1 Identify principles of project management related to fleet management.</p> <p>8.2 Evaluate the process of implementing fleet management projects.</p> <p>8.3 Explain steps undertaken in overseeing projects to the relevant staff in an organization.</p> <p>8.4 Solve problems related to fleet project management.</p> <p>8.5 Apply the theory and principles of fleet project management in implementing projects.</p>
9. Contribute meaningfully to corporate responsibility issues in the organisation.	<p>9.1 Propose ways of addressing corporate responsibility issues.</p> <p>9.2 Evaluate corporate responsibility related to community engagements that can have an impact on communities.</p> <p>9.3 Solve problems associated with corporate responsibility.</p>

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	<p>9.4 Apply the theory and principles corporate responsibility in addressing problems of corporate responsibility.</p>
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 BOTSWANA Qualifications Authority	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level []	Level []	Level []	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Business Communication	5			20
	General Management.	5			20
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	• Finance and Insurance for Fleet Managers		6		20
	• Fleet Management Concepts	5			20
	• Motor Industry Market Analysis		6		20
	• Vehicle Selection and Procurement		6		20
	• Maintenance Management		6		20
	• Fleet Management Outsourcing		6		10
	• Fleet Management Systems		6		20
	• Legislation for Fleet Managers		6		20
	• Developing Fleet Management Policies		6		20

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ELECTIVE/ OPTIONAL COMPONENT Subjects/Courses/ Modules/Units	• Short-term Rental Management,		6		10
	• Full Maintenance Leasing,		6		10
	• Credit Management,		6		10
	• Risk Management		6		10
	• Project Management,		6		10

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
5	60
6	180
TOTAL CREDITS	240
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
The credit combination for this qualification is from 40 fundamental components, 180 core components and the remaining 20 is from elective components where the candidate has to choose any two.	
MODULE	PRE-REQUISITE
General Management	Business Communication
Maintenance Management	Fleet Management Concepts
Fleet Management Outsourcing	Finance and Insurance for Fleet Managers
Vehicle Selection and Procurement	Finance and Insurance for Fleet Managers
Developing Fleet Management Policies	Legislation for Fleet Managers
Vehicle Selection and Procurement	Motor Industry Market Analysis
Developing Fleet Management Policies	Risk Management

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ASSESSMENT ARRANGEMENTS

Assessors

Assessment will be done by BQA accredited moderators and assessors.

Formative assessment

Formative assessment or continuous assessment contributing towards the award of credits should be based on course outcomes. This can include tests, assignments and projects as well as simulated and real workplace settings. The contribution of formative assessment to the final grade shall be **60%**.

The assessment methods for this qualification are by:

Summative assessment

Candidates may undergo assessment including written and practical and simulated projects. The final assessment for each course contributes **40 %** of the final mark for that course. To pass a course, a candidate must achieve a minimum of **50%**.

MODERATION ARRANGEMENTS

Moderators

Moderation will be done by BQA accredited moderators and assessors.

RECOGNITION OF PRIOR LEARNING

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.

An applicant who falls outside of the formal qualifications system but who can demonstrate (through the production of substantial and satisfactory evidence) experiential or work-based learning or a non-formal qualification (or a combination) which has taken the learner to a level equivalent to a qualification specified may be considered for admission and/or for the recognition of prior learning for the achievement of the qualification in part or in full.

CREDIT ACCUMULATION AND TRANSFER

- Credit accumulation and transfer in line with National RPL and CAT policy shall also be used to admit prospective learners.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation:

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Diploma or of Fleet and Logistics Management

Diploma of Transport Management

Diploma in Transport Economics

Vertical Articulation:

Bachelor's degree in Fleet Management

Bachelor's degree in Fleet and Logistics Management

Bachelor's degree in Transport Management

Bachelor's degree in Transport Economics

Employment Pathway

- Fleet supervisor
- Fleet manager
- Fleet Consultant
- Fleet Analyst
- Transport managers
- Logistics Managers
- Transport Officers

QUALIFICATION AWARD AND CERTIFICATION

A learner must pass all modules and fulfil all the requirements of the respective qualification to be awarded a Diploma in Fleet Management qualification. In accordance with the qualification, they have to accumulate 240 credits. Minimum standards of achievement for the award of the qualification are as laid down and published by the provider's rules and regulations with regard to certification. 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.

Candidates meeting prescribed requirements will be awarded the qualification in accordance with standards prescribed for the award of the qualification and applicable policies. Candidates who do not meet the prescribed minimum standards may, where applicable, be considered for appropriate exit awards in accordance with laid down policies to be awarded a Diploma in Fleet Management.

REGIONAL AND INTERNATIONAL COMPARABILITY

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Lyceum College qualification in Fleet Management compares well with this qualification in terms of the fleet management component. The learning outcomes and the domains covered in both the two qualifications are similar. Both qualifications are placed at level 6. The only difference is that the Lyceum qualification is provided mostly on a distance mode.

UK Public College fleet Management Diploma is similar with this one, since they both consist of 240 credits. Another noticeable similarity is in terms of learning outcomes as they both intend to provide learners with an analysis of the motor industry, as well as an in-depth understanding of Vehicle Selection and Procurement, Maintenance Management, Fleet Management Outsourcing, and Maintenance Management. The major difference is that the UK Public College fleet Management Diploma qualification is provided mostly on a distance mode.

John Academy (UK) qualification in which leads to a Fleet Management Diploma is like this qualification in terms of its learning outcomes. John Academy Fleet Management Diploma Course qualification just like this one aim to provide you with an in-depth exploration of the motor industry, an understanding of vehicle selection and procurement, maintenance management and relevant systems. They both introduce learners to the concepts of fleet management as a discipline and related applicable scientific principles, including formulate a fleet policy. The major difference is that the John Academy (UK) fleet Management Diploma qualification is provided mostly on a distance mode.

Reference

Lyceum College -<https://www.lyceum.co.za/courses/diploma-in-fleet-management/>

UK Public College -<https://ukpubliccollege.co.uk/courses/fleet-management-diploma/>

John Academy-<https://www.johnacademy.co.uk/course/fleet-management-diploma-2/>

REVIEW PERIOD

This qualification will be reviewed after 5 years upon registration

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