

BQA NCQF Qualification Template

DNCQF.FDMD.GD03

Issue No.: 01

SECTION A: QUALIFICATION DETAILS																		
QUALIFICATION DEVELOPER		BA ISAGO University																
TITLE	Post Graduate Diploma in Housing Administration														NCQF LEVEL	8		
FIELD	Physical Planning and Construction				SUB-FIELD	Housing Administration								CREDIT VALUE	120			
New Qualification										✓		Review of Existing Qualification						
SUB-FRAMEWORK		General Education				TVET				Higher Education				✓				
QUALIFICATION TYPE	Certificate	I	II	III	IV	V	Diploma	Bachel or										
	Bachelor Honours		Post Graduate Certificate				Post Graduate Diploma		✓									
	Masters						Doctorate/ PhD											
RATIONALE AND PURPOSE OF THE QUALIFICATION																		
<p>RATIONALE: Pillar 3 (Sustainable Environment) of Vision 2036 aims for sustainable human settlements to provide decent and affordable housing in cities, towns, and villages. In addition, the National Development Plan (NDP11) outlines several social housing projects that the government continues to roll out with the view to improve the quantity and quality of housing in the country such as Self-help Housing Agency (SHHA), Presidents' Housing Appeal, the Destitute Housing programme, poverty alleviation and housing schemes as well as district housing (NDP 11, 2017). While market based real estate is increasingly becoming an established discipline in Botswana, as infrastructural development progressively becomes a national priority, training in real estate, particularly in the housing sector has not had the attention it deserves to match the skills requirements of developments in the sector (HRDC, 2016). The need to develop skills within the real estate industry has been identified by the Human Resources Development Council (HRDC, 2019) Top Occupations in Demand.</p> <p>The Post Graduate Diploma in Housing Administration qualification will offer industry professionals that appreciate the theory and practice of the real estate industry and general business both at local and international levels.</p>																		

PURPOSE: The purpose of this qualification is to produce graduates with highly specialised knowledge, skills, competences, and attitudes to be able to:

- Apply housing policies and theories, housing finance, controls and investments as well as identify mitigating strategies for risks identified.
- Develop, implement, maintain, and monitor social housing projects.
- Provide policy analysis and management of housing programmes from a social rather than a commercial perspective, through the efficient management of the existing public housing stock, its correct utilization, and its due care and maintenance.

ENTRY REQUIREMENTS (including access and inclusion)

- Applicants must have a Bachelor's degree (NCQF level 7) preferably in the Built environment or related area obtained from a recognised and fully accredited institution.
- Applicants who do not meet the requirements above may be considered through Recognition of Prior Learning, RPL and Credit Accumulation and Transfer, CAT, in accordance with ETP and national policies on RPL and CAT for access and inclusion.

SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Develop effective housing management procedures in areas such as rent collection, maintenance and repairs housing welfare, financial control, rent accounting.	<p>1.1 Compile leases to qualified tenants in accordance with all applicable regulations and certifications.</p> <p>1.2 Maintain all tenant record files and report as required for monitoring purposes.</p> <p>1.3 Collect all rent and other amounts due in a timely manner and deposit into the appropriate bank accounts.</p> <p>1.4 Maintain all buildings and grounds in an appropriate manner to preserve and protect the asset. Provide adequate reserves to replace components as necessary.</p> <p>1.5 Provide timely service to tenants for maintenance repairs.</p> <p>1.6 Purchase all materials and supplies in compliance with required procedures.</p> <p>Retain the services of qualified vendors and suppliers to make all necessary repairs.</p>
2. Apply current and emerging theories and techniques in analyzing the design and operations of the housing system in the public sector	<p>2.1 Articulate the key characteristics of housing theory.</p> <p>2.2 Analyze theories to engage with current practices and paradigms in housing.</p> <p>2.3 Propagate theories that promote efficiency in housing systems</p> <p>2.4 Design housing programmes that articulate needs of society</p> <p>2.5 Use the current paradigms on green issues and the environment.</p>

<p>3. Adhere to the policy and legislative framework underpinning housing practice.</p>	<p>3.1 Identify the policy, administrative legislative, ethical frameworks, international housing guidelines codes and practices underpinning housing policies and practice.</p> <p>3.2 Analyse the impact of ethical and legal issues pertinent to the housing sector</p> <p>3.3 Develop housing strategies compliant with the legislative framework</p> <p>3.4 Monitor the conditions, dynamics and the main players in the housing environment.</p> <p>3.5 Analyze the impact of the housing sector on the environment</p> <p>3.6 Review housing policies and practices to ensure compliance to regulatory standards.</p>
<p>4. Develop effective and equitable housing administration/management strategies</p>	<p>4.1 Compile local and national housing needs assessments</p> <p>4.2 Compile an inventory of housing/asset register</p> <p>4.3 Create housing management budget</p> <p>4.4 Analyze contemporary urban housing challenges.</p> <p>4.5 Design a housing administration strategy to achieve organizational objectives</p> <p>4.6 Review housing strategies in line with operational and administrative standards</p> <p>4.7 Evaluate the feasibility of collaborative approaches and pursue partnerships opportunities to support capacity building, policy and resource development, and research to advance regional equitable housing efforts.</p>

	4.8 Provide technical assistance to support local implementation of best practices to overcome barriers to equitable housing development.
5. Implement risk mitigation and contingency plans in a housing environment.	<p>5.1 Identify risk associated with housing policies and strategies</p> <p>5.2 Develop risk mitigation strategies for given situations</p> <p>5.3 Execute risk mitigation actions to reduce threats in housing strategies</p> <p>5.4 Monitor progress of executing the risk mitigation actions</p> <p>5.5 Appraise on best practices in risk management by working through contemporary case studies.</p>

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SECTION C				
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	TITLE	Total (Per Subject/ Course/ Module/ Units)		
		Level [7]	Level [8]	
	Housing Policy and Theories		12	12
	Comprehensive Housing Management and Risk Mitigation		12	12
CORE COMPONENT <i>Subjects/Courses / Modules/Units</i>	Housing Delivery, Needs assessments and Regulations		15	15
	Housing Finance, Control and Investments		15	15
	Land Policy and Administration	12		12
	Housing Policy Analysis and Evaluation		15	15
	Urban Challenges Regeneration and Green Issues		12	12
	Geomatics and GIS		15	15
ELECTIVE/ OPTIONAL COMPONENT <i>Subjects/Courses / Modules/Units</i>	Electives (Choose 1)			12
	Public Services and the Customer		12	
	Building Construction and Maintenance		12	
	Housing Welfare		12	
	Urban Housing Equity & Social Justice		12	

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
7	12
8	108
TOTAL CREDITS	120
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
Fundamental component = 24 credits Core component = 84 credits Elective component = 12 credits Total = 120 credits.	

ASSESSMENT ARRANGEMENTS

Assessment

All assessments which are leading to the award of the qualification should be based on learning outcomes and associated assessment criteria.

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.

Assessment processes shall be conducted by assessors who have been registered and accredited with the Botswana Qualifications Authority (BQA) or any relevant and recognised body.

MODERATION ARRANGEMENTS

Moderation requirements

There shall be internal and external moderation for all assessment activities to assure the quality of assessments.

All moderation processes shall be conducted by moderators who have been registered and accredited with the Botswana Qualifications Authority (BQA) or

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) will be applicable for consideration for award of Post Graduate Diploma in Housing Administration in accordance with ETP and national policies on RPL and CAT respectively.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation:

- Post Graduate Diploma in Housing Studies (NCQF Level 8)
- Post Graduate Diploma in Property Management (NCQF Level 8)
- Post Graduate Diploma in Property Practice (NCQF Level 8)

Vertical Articulation

- Master of Science in Housing Studies ((NCQF Level 9)
- Master of Science in Real Estate (NCQF Level 9)
- Master of Property Studies (NCQF Level 9)

Employment Pathways

- Estates Officer
- Housing Manager
- Social Housing Enterprise Manager
- Housing Researcher
- Property Manager
- Supported Housing Manager
- Housing Consultant
- Local Government Housing Officer

QUALIFICATION AWARD AND CERTIFICATION

To qualify for the award of Postgraduate Diploma in Housing Administration, candidates must have met the requirements and obtained a minimum of 120 credits, which must include the core, fundamental and elective module/s. Candidates shall be issued with a certificate.

REGIONAL AND INTERNATIONAL COMPARABILITY

The proposed qualification is comparable to the following:

- Post Graduate Diploma in Housing Practice, University of Westminster United Kingdom.
- Post Graduate Diploma in Housing Development and Management, University of Cape Town
- Post Graduate Diploma in Housing Administration, University of Nairobi.

The proposed Post Graduate Diploma in Housing Administration follows the same structure with other regional and international qualifications outlined above, with common modules that compare very well. All the qualifications are structured to develop career-ready housing professionals, who can assess the economic, social, and legal consideration and broader housing policy framework, as well as the recurring

and contemporary surrounding housing administration, management, and maintenance of public/social housing. Therefore, all the qualifications provide participants with the skills and knowledge necessary to critically engage with current practices and paradigms in housing.

All the qualifications are placed at Level 8 for different NQFs, however, there are differences in credits and durations. The University of Westminster's Post Graduate Diploma in Housing Practice carries a total of 120 credits and runs for 18 months. On the other hand, University of Cape Town's Post Graduate Diploma in Housing Development and Management runs for a full year, with credit value of 140, which is similar to the University of Nairobi. Whereas the proposed Post Graduate Diploma in Housing Administration would run for a year, with a credit value of 120.

Moreover, there are notable differences in the qualifications' structures, since the University of Nairobi has a research component, while the rest are made of taught modules only. All the qualifications make use of both formative and summative assessment arrangements and require an undergraduate degree as an entry requirement.

REVIEW PERIOD

This qualification will be reviewed after 5 years upon registration.