

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION								SECTION A
QUALIFICATION DEVELOPER		Botswana Accountancy College						
TITLE		Certificate V in Public Sector Procurement and Tender Process Management				NCQF LEVEL		5
FIELD:		Business, Commerce and Management Studies		SUB-FIELD		Public Sector Procurement and tender process Management		
New Qualification		Review of Existing Qualification					✓	
SUB-FRAMEWORK		General Education		TVET		✓		Higher Education
QUALIFICATION TYPE		Certificate		✓		Diploma		Bachelor
		Bachelor Honours				Master		Doctor
CREDIT VALUE: 120								
RATIONALE AND PURPOSE OF THE QUALIFICATION								
<p>Frequent errors and irregularities in government tenders in Botswana provide regular content for journalists in the country (Botlhale, 2016; see The Gazette, 2016). It also lies behind many court cases usually based on allegations of corruption in the procurement process. Cases as these are well covered and documented in the public press (see The Gazette, 2016). Sometimes these scandals are caused by deliberate fraud on the part of suppliers, but often government ministries are subject to embarrassing publicity and expensive court cases because of irregularities by their employees handling various stages of procurement processes (PPADB Newsletter, 2017). Botswana's open policy in public procurement has made winners and losers in government contracts. Domestic companies asked to compete with foreigners cry foul play, especially when competition is with Chinese companies financially backed by their home government (Botlhale, 2016).</p> <p>Furthermore, Botswana has a robust, internationally benchmarked legislation covering public procurement, but these rules are too frequently misunderstood or improperly applied, leaving the government exposed to significant potential loss of both credibility and funds (see The Gazette, 2016; Botlhale, 2016). Poor procurement and contract management also leads to the purchase of inadequate goods, or shoddy construction of public buildings, with potentially ruinous consequences for service delivery and even health and safety. Botlhale (2016) states that there remain important challenges such as the lack of capacity in subnational bodies, information management constraints, delays in the vetting of tenderers, and perception of corruption by the public and the media.</p> <p>The skills sector analysis report of 2016/17 published by the Human Resource Development Council (HRDC) further highlight the need for procurement and tender process management in the local market (HRDC, 2016/17). The report lists procurement as one of the key top areas that require training and skills upgrade to minimize corporate scandals, improve productivity and optimize success of organizations in the country (HRDC, 2016/17). Kgamayane (2013) also reported that the Public Procurement and Asset Disposal Board (PPADB) as well as parastatal organisations and government ministries have indicated a need in the country for qualification</p>								

that is able to place the Botswana public procurement system in context, and that can educate learners on the strategic importance of public procurement. Procurement job is not a minor task. Procurement and asset disposal jobs need people who have been trained and have a good background in the job. When people have been trained, they will upgrade the quality of the services government gives to Botswana and to the business sector throughout the region. Operating procurement and asset disposal processes without adequately trained personnel contribute to skills mismatch. The problem of skills mismatch and the production of a globally competitive human resource are among the big challenges that Botswana and the wider southern Africa Development Community face currently (HRDC, 2016-2021).

This qualification is designed to develop the requisite skills, knowledge and competencies among practitioners for effective procurement management practices in enterprises. The broader significance of improved procurement and tender processing management is that, with emphasis on efficiency associated with procurement management, Botswana stands a better chance to achieve its vision of greater accountability. The value of the qualification lies in its aim to equip learners to explain the legal and regulatory framework which governs public procurement and asset disposal in Botswana and provides them with insights into requirements of, and the implementation of the PPAD Act of 2001. This includes coverage of principles and processes relating to preparing bidding documents, evaluating tenders, resolving disputes, registering suppliers and disposing of public assets. Learners therefore will gain technical knowledge on the procurement rules alongside an understanding of the purpose of the rules and how they relate to the underlying procurement and asset disposal principles. The qualification uses a diverse range of teaching and assessment methods with practical and work-based exercises to provide learners with the opportunity to apply their cognitive and practical abilities in a range of real-world scenarios. The applied approach gives the qualification the added edge of being solution focused.

The qualification is also designed in response to another need. That is, the need to upskill procurement and asset disposal practitioners to address gaps in their practice and to improve upon the competencies and attributes of procurement and asset disposal officers in complying with the PPAD Act of 2001 in order to effectively, efficiently and economically discharging their duties to achieve the organization or government department's objectives. The qualification is intended to enhance learners' knowledge and skills in the wider context of public procurement and asset disposal in relation to public financial management, project management and general public administration, and it will give them more confidence in their ability to deal with complex situations. Graduates will learn to communicate effectively via written reports and presentations and gain skills in problem solving, analyzing their workplace and reporting. These soft skills are among the areas most critical to meet employer expectations in the country (HRDC, 2016). Contemporary procurement and tender process management practices, principles, theories, and concepts are required to form the basis for professional judgment in decision making on issues faced in modern-day procurement and tender process management. Research-informed professional practice is required to manage, lead and deliver life-enhancing and value-adding procurement and tender process management. The qualification is important and timely for these reasons. There is already a high demand for this type of qualification. According to a recent needs assessment survey, about 70% of the respondents indicate that the qualification is in high demand and relevant to the human resources needs in Botswana (see Appendix 1: BAC Needs Analysis, 2019).

Purpose of the qualification.

The purpose of this qualification is to produce graduates with broad technical knowledge, skills and competences to:

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- Apply public procurement and asset disposal principles to contribute towards the government's effort of efficient and effective procurement and tender processes management.
- Apply legislation, regulations and processes related to public procurement, tender and asset disposal to determine whether bidders and contractors are fully compliant with appropriate laws and regulations, and to operate within the laws and procedures of public procurement and asset disposal.
- Apply principles of ethical conduct and sound leadership in public procurement and tender management as stipulated in appropriate public policies and laws.
- Make informed decisions and communicate effectively in a professional context.

ENTRY REQUIREMENTS (including access and inclusion)

To be eligible for enrolment into the qualification, candidates should have the following minimum requirement:

- NCQF level IV or equivalent with passing Grade in English/Setswana, and 2 additional subjects).

OR

- RPL and CAT entry will be considered for entry on case-by-case basis in accordance with National and ETPs' RPL and CAT Policies.

QUALIFICATION SPECIFICATION		SECTION B	
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
LO1: Demonstrate knowledge and understanding in public procurement and tender process management		1.1. Interpret public procurement and tender process management. 1.2. Demonstrate understanding of public procurement and tender process legislation (PPAD Act). 1.3. Analyse processes for the disposal of public assets. 1.4. Appraise the existing schemes for citizen economic empowerment in relation to procurement and disposal of public assets. 1.5. Critic the ethical principles of conduct necessary in public procurement and tender process. 1.6. Engage stakeholders in public procurement and tender process.	
LO2: Apply public procurement and tender process management skills to undertake a public procurement and tender project.		2.1 Prepare tender documents for public procurement. 2.2 Evaluate tenders. 2.3 Participate in tender committees' meetings. 2.4 Analyze appropriate legislation including amendments. 2.5 Prepare end of activity (procurement) reports.	
LO3: Conduct research on public procurement and tender process management and communicate the results with relevant stakeholders.		3.1 Collect and analyze data. 3.2 Solve complex problems through analytical thinking and appropriate interpretation. 3.3 Interpret legislation, regulations and policies. 3.4 Present public procurement and tender process management orally	
LO:4 Select and form working groups from a variety of role players for the public procurement and tender process management function		4.1 Analyze a group dynamics scenario 4.2 Assemble a work team. 4.3 Assemble a work team. 4.4 Apply problem solving skills in a procurement environment. 4.5 Debate the importance of effective communication skills. 4.6 Evaluate the relevance of planning for public procurement. 4.7 Demonstrate Knowledge of IT software	

QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Module Titles	Level	Credits
	Essentials of good public procurement	4	20
CORE COMPONENT Subjects / Units / Modules /Courses	Role of procurement and legal framework	5	20
	Procurement planning	5	20
	Preparation of bidding documents	5	20
	Evaluating tenders and contract management	5	20
	Strategic issues in public procurement	5	20
	TOTAL CREDITS		120
Rules of combinations, Credit distribution (where applicable): N/A			
<p>Total credits per NCQF level</p> <p>Level 4 = 20 credits Level 5 = 100 credits</p> <p>The rules of combinations are: Fundamental component = 20 credits Core Components = 100 credits Electives = 0 credits Total credits = 120 credits</p>			

ASSESSMENT AND MODERATION ARRANGEMENTS
<p>Assessment strategies Arrangements</p> <p>All summative assessment contributes to the award of credits.</p> <p>Formative assessment</p> <p>Formative assessment methods will be employed to provide learners with feedback on their achievement. Formative assessment will have zero weighting because it is developmental in focus and aims to support learners in the learning process. Examples of formative assessments seminar and tutorial work, group discussions, debates and written observations after activities.</p> <p>Summative Assessment</p> <p>There will be two forms of summative assessments, namely examination and course work. The weighting for summative assessment will vary for each module and will consist of coursework or examination or a combination of both. The proportionate weighting of assessment shall be within the range set out in Table 1 below.</p> <p>Table 1: assessment weighting</p>

Mode of assessment	Weighting range
Formative assessment (e.g., quiz, tests, etc.)	60%
Summative assessment (at least two pieces of coursework: Assignments, Oral presentations)	40%
Total	100%

Moderation Arrangements

There will be internal and external moderation for the qualification.
Assessors and moderators must be BQA registered and accredited.
Both internal and external moderation will be done in-line with the moderation policy of the Institution.

RECOGNITION OF PRIOR LEARNING (if applicable)

- Recognition of Prior Learning (RPL) will be used for award in accordance with the National and ETPs RPL and CAT policies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Vertical articulation

The qualification can articulate vertically onto a Diploma (NCQF level 6) in procurement management, Diploma in procurement and logistics management.

Horizontal articulation

The qualification can articulate horizontally unto a Certificate V Vocational Education Certificate in Purchasing and Supply).

Employment pathway

Graduates can work as:

- Procurement officer
- Procurement manager
- Tender processing officer

QUALIFICATION AWARD AND CERTIFICATION

The learner must fulfil the rules of combination indicated above and must meet all the minimum credit requirement of 120 credits to be awarded the qualification. Successful candidates will be issued with a certificate indicating the award.

Final Exit Point	Award
Completion of 120 Credits	Certificate in Public Sector Procurement and Tender Process Management

REGIONAL AND INTERNATIONAL COMPARABILITY
<p>Regional. Regional benchmarking was done with Higher Certificate in Public Sector Procurement at MANCOSA (South Africa).</p> <p>The proposed qualification is most comparable to the Certificate in Public Sector Procurement in level and credit value. The learning outcome and modules covered are also closely similar. Both qualifications have similar entry level which is level 4.</p> <p>International: International benchmarking was done with Certificate in Supply Chain Management for Public Procurement offered at the University of Guelph in Canada.</p> <p>The Certificate in Supply Chain Management for Public Procurement has a different title but has learning outcomes that produces a graduate almost similar to the exit outcomes of the proposed qualification.</p> <p>Generally, all the qualifications cover all the basic elements of procurement with an emphasis of public sector procurement. The major difference is that the qualifications compared to have a strong element of supply chain management.</p>
REVIEW PERIOD
<p>The qualification is reviewed every 5-years.</p>