	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
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SECTION A:	QUALIFICATION DETAILS		

QUALIFICATION DEVELOPER (S)	University of Botswana

TITLE	Certificate V in Library and Information Studies	NCQF LEVEL	5

FIELD	Humanities and Social Sciences	SUB-FIELD	Library and Information Studies	CREDIT VALUE	124

New Qualification	X	Review of Existing Qualification	

SUB-FRAMEWORK	General Education		TVET		Higher Education	X

QUALIFICATION TYPE	Certificate	I		II		III		IV	X	V		Diploma		Bachelor	

	Bachelor Honours		Post Graduate Certificate		Post Graduate Diploma	

	Masters		Doctorate/ PhD	

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

With the envisaged transformation of developing countries' economies such as Botswana into Knowledge based economies, the role of libraries, information resources and knowledge centres, and the quality of personnel working in them can never be overemphasized. The Certificate in Library and Information Studies qualification is a response to Botswana's Vision 2036, which recognizes the role of human capital development in national competitiveness and economic transformation. Moreover, it is based on the ETSSP Strategic Priority 5: Strengthening Skills Development, and Strategic Priority 8: Developing a Responsive Tertiary Education System, which are predicated on the need to respond to priority needs of the labour market. The National Human Resource Development Strategy (NHRDS) (2009-2022) also underscores the need to match the skills demand and supply sides within a job cluster. Thus, the Certificate in Library and Information Studies will contribute to improving Botswana's human resources needs by providing the critical knowledge, skills and

competencies to perform the day-to-day operations of the libraries, information resources and knowledge centres effectively.

Consultations with different stakeholders in government and parastatal organizations has shown that Libraries, Information Resources and emerging Knowledge centres have hitherto employed personnel with no basic information qualification. However, as these institutions re-invent themselves to respond to the current needs to drive developing countries towards knowledge-based economies, the roles of the employees also change and getting a certificate qualification puts them in a pedestal to remain relevant. The Certificate in Library and Information Studies will prove useful for these types of employees to remain in their jobs, and progress to higher levels of education.

PURPOSE:

The purpose of the qualification is to produce graduates with broad technical knowledge and understanding to:

- Identify library users' information needs and Provide access to library materials.
- Organize library materials and perform basic collection maintenance.
- Collect and record Statistics of operations, functions, and resources in a library to measure performance.

ENTRY REQUIREMENTS (including access and inclusion)

For admission into the programme,

- Applicants shall have NCQF Level 4, Certificate IV, or equivalent.

- Entry through recognition of prior learning (RPL) will be considered using national and institutional RPL policies.

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SECTION B	QUALIFICATION SPECIFICATION

GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. **Apply information services knowledge and skills to solve basic information problems**	1. 1 Classify user groups into different categories. 1. 2 Provide basic reference services 1. 3 Arrange library materials on the shelf according to the library policy 1. 4 Verify arrangement of library materials on the shelves 1. 5 Find required information for clients and customers from the library
2. **Use Information and Communication Technologies to perform basic library services and functions**	2.1 Use basic computer applications to perform library services and functions 2.2 Use software to create specific client databases for customers 2.3 Produce reports using relevant information and communication services. 2.4 Create spreadsheets using relevant computer application 2.5 Make presentation using relevant ICT services.
3. **Perform basic library collection development functions**	3.1 Collect and manage a library materials 3.2 Use different tools used in the selection and management of collection materials including books, serials, electronic and other non-book formats 2.6 Perform a physical evaluation of the status of a library collection 2.7 Perform basic repairs of library materials 2.8 Inform both users and potential users about the availability of library materials
4. **Work cooperatively with library users and other information professionals**	4.1 Work collaboratively with diverse stakeholders 4.2 Arrange records for transfer to an archives facility 4.3 Prepare a records transmittal list 4.4 Accession records into an archival centre 4.5 Provide access to archives 4.6 Assist users to locate information in a collection

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5. **Perform basic Information Organisation in a library**	5.1 Identify and capture bibliographic details of information carriers 5.2 Arrange surrogates of books in a collection in a systematic order 5.3 Arrange books on the shelves based on a DDC classification scheme. 5.4 Participate in shelving and shelf-reading of library materials 5.5 Verify bibliographic records of library materials 5.6 Use various tools to retrieve information in a library
6. **Provide reference services to library users**	6.1 Assist users to locate and retrieve information as well as navigate through the library system 6.2 Refer users to appropriate services where they can get further assistance
7. **Assist Library users to find sources to meet their information needs**	7.1 Assist users to determine their information need 7.2 Produce a list of customers' information needs 7.3 Locate information materials to meet customers' needs. 7.4 Apply relevant skills to solve basic problems 7.5 Take initiatives in dealing with issues/problems in the work place 7.6 Manage time and tasks effectively
8. **Communicate effectively orally and in writing**	8.1 Communicate effectively verbally and in writing with customers. 8.2 Collect and analyze basic library statistical data

SECTION C	QUALIFICATION STRUCTURE		
	TITLE:		**Total: 124** **(Per** Subject/

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COMPONENT	Certificate in Library and Information Studies	Credits Per Relevant NCQF Level 124			Course/ Module/ Units)
		Level [5]	Level [ ]	Level [ ]	credits
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Introduction to Knowledge Management	12			12
	Introduction to Information Science	12			12
	Collection Development and Management	12			12
	Introduction to Organising information	12			12
CORE COMPONENT Subjects/Courses/ Modules/Units					
	Introductions to Records Management	12			12
	Introduction to Archives	12			12
	Computing and Information Skills	20			20
	Communication and Study Skills	20			20
	Students Practical Placement	12			12

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level (5)	*Credit Value*
Fundamental	48
Core	64
Practical Placement course	12
TOTAL CREDITS	124

Rules of Combination:

(Please Indicate combinations for the different constituent components of the qualification)

The qualification comprises four fundamental modules of 12 credits each, two core modules with 12 credits each and two core modules with 20 credits each and a practical placement module of 12 credits. For the successful completion of the qualification all the modules must be attained.

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ASSESSMENT ARRANGEMENTS

Formative assessment = 50 %

Summative assessment 50%

MODERATION ARRANGEMENTS

- o There shall be both internal and external moderation in accordance with the institutional policies aligned to the national policies
- o Moderation will be caried out by BQA registered and accredited moderator

RECOGNITION OF PRIOR LEARNING

There is provision for award of the qualification through Recognition of Prior Learning (RPL) in line with the Institutional and national policy.

CREDIT ACCUMULATION AND TRANSFER

There is provision for award of the qualification through Credit Accumulation and Transfer (CAT) in line with the Institutional and national policy.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation (related qualifications of similar level that graduates may consider)

- Certificate in Archives and Records Management
- Certificate in Information and Knowledge Management

Vertical Progression

• Diploma in Library and Information Studies

• Diploma in Knowledge Management

• Diploma in archives and Records Management

Employment

- Digital data curation,
- Digital repositories,
- Metadata and data management,
- Librarian

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- Museum curator
- Health and biomedical databases operator,
- Corporate records officer
- Information Architecture

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve 124 total credits inclusive of the fundamental, core and Practical Attachment components, to be awarded the qualification.

Certification

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 required to retake the modules not completed

REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification has been benchmarked with the following:

5.1 REGIONAL
University of Cape Town which provides students with a broad foundation in areas of information organization, professional foundations, research, policy, and management.

INTERNATIONAL
The Open University of Tanzania offers a Certificate in Library and Information Studies. The qualification is intended for a person who will perform Basic Library activities that includes shelving, recording, registration and maintaining safety and security of information resources. The programme consists of 10 courses that carry 120 credits. Modules offered are: Basic Communication Skill; Organization of Library Resources; Basic Computer Applications; Introduction to Record Keeping and Archives Management; Conservation and preservation of records and Library materials; Library Routines and Services; Introduction to Cross Cutting Issues; Safety and Security of Library Records and Archival materials; Workplace ethics and Project work

Although the qualifications examined generally follow similar structures and standards, there are significant differences in the credits allocated to mandatory courses, duration of experiential learning and the length of the research project or dissertation. This qualification generally compares well with all the qualifications studied since the exit outcomes cover similar scope and depth and are aligned to exit-level descriptors typical of this level and type of qualification as done within the region and beyond. Further to this, requisite competencies required for registration and accreditation with professional bodies such as ALA, CILIP and ALIA have been considered.

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REVIEW PERIOD
Once in 5 years.

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