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

SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER (S)				Limkokwing University of Creative Technology										
TITLE		Diploma in Broadcasting: Radio and Television								NCQF LEVEL		6		
FIELD		Information and Communication Technology			SUB-FIELD		Communication Technology			CREDIT VALUE		360		
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	Diploma	<input checked="" type="checkbox"/>	Bachelor				
		Bachelor Honours		Post Graduate Certificate			Post Graduate Diploma							
		Masters			Doctorate/ PhD									
RATIONALE AND PURPOSE OF THE QUALIFICATION														
<p>Broadcasting, which is the electronic transmission of radio and television signals that are intended for general public reception, has become very essential in enriching and impacting the lives of people and societies globally. Broadcasting has become a powerful tool in the systematic dissemination of entertainment, information, educational programming, and other features for simultaneous reception by scattered audiences. Broadcasts present audible only, as in radio, or visual or a combination of both, as in television.</p> <p>Radio and television form an important and influential bridge between Government and people. Broadcast images and sounds are part of the structure and content of people's imagining, understanding, and judgement. Broadcasting provides access to vital information and bridges the communication gap between urban and rural dwellers. Radio and television enable audiences to draw their own conclusions because they can hear or see or both the events unfold before them.</p> <p>After digitalization, the Department of Broadcasting Services is expecting to have more channels and needs to increase the number of its programmes. This will create a need for employees to work on those programmes. Digital migration also requires new knowledge and new skill sets. JICA's Project for Implementation of the Digital Migration Project In Republic of Botswana Project Completion Report (2016) points out the lack of these skills. For example, broadcasting stations need digital broadcasting networks, HD studios and qualified human resources.</p>														

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

The report states that Botswana lacks knowledge and techniques for formulating channel planning, making show applied features of digital broadcasting and procedure, the use and maintenance of studio and broadcasting equipment.


The report also highlights the fact that need for training planning live broadcast, use of HD studio, cameras, lighting, audio and video. About BTV the report states “There is no training plan with regard to program production. Individual staff members improve his or her skills and knowledge through the actual work and the systematic training is not planned at the organizational level.”

Digital migration spells an overhaul of former technology to newer technology for the betterment of quality and quantity of content. The advantage of this development is the freeing up of frequency and offering prospects for the establishment of new radio and television broadcasting stations. The implication of this development is the demand for more professionals to support the broadcasting industry and that demand will not stay stagnant but grow. Media houses, public and private, are now expanding their horizon into online broadcasting platforms to target and capture the growing online audiences globally and locally. This trend is opening up opportunities for professionals to support broadcasting by crafting and modifying existing broadcast content to suit the online medium. Broadcasting is the most powerful tool to engage with people, even in the remotest all areas of the country.

Botswana Communication Regulatory Authority (BOCRA) task force on Digital Migration in 2009 highlighted the lack of local content and emphasized the need for trained content producers as well as film producers in the country. Botswana’s Human Resource Development Council (HRDC) 2016 and the Interim Sector Skills in Demand (HRDC, 2016) lists of top occupations and skills in demand include light engineers, Public Relations Professionals, Sound Engineers, videographers, investigative, sports and science journalists, among others.

Broadcasting also has the potential to create jobs through professional content creation, script writing (documentary), filming, lighting set designing, audio design and set design etc. Wealth is generated through sales of content. National Geographics and other reality television shows are examples of the potential that the industry has.

The two HRDC reports of 2016 point to the skills gap in the radio and television industry for qualified and professionals. Consultation with the industry (Duma Fm, GABZ Fm, Radio Botswana 1 and 2) confirmed the gap in the sector for the following: Research Assistant, Studio broadcast assistants, Final control Centre assistants, Gaffers, Assistant producers, TV promo producers, Junior Broadcast Journalist, among others. This is the gap that

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

the proposed qualification aims to fill.

Botswana Communications Regulatory Authority (BOCRA) has adopted Broadcasters' Code of Practice which forms part of the current Radio and Television Broadcasters Licence Conditions. The code sets out ethical and community standards that licensed broadcasters must adhere to in the provision of broadcast content to audiences. It is therefore worth noting that this qualification sets out to train and produce broadcast professionals who are compliant with industry standards as established by the regulating body, BOCRA.

PURPOSE:

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


- Operate a variety of studio and field equipment for radio and television recording, broadcasting and production.
- Interview and lead discussions for radio and television broadcast purposes.
- Produce radio and television programmes.
- Use entrepreneurial skills to venture into their own broadcasting businesses.
- Communicate effectively to work independently as well as in a diverse production group/team.

ENTRY REQUIREMENTS (including access and inclusion)


- Entry requirements for this qualification is NCQF Level IV or equivalent.


Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT)


- Applicants who do not meet the above criteria but possess relevant industry experience may be considered through Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) policies for access. This consideration will be done following guidelines of the ETP policies which are aligned with BQA/National RPL and CAT policies.


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


SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Create radio productions in studio and on location using the relevant broadcasting equipment.	1.1 Prepare all equipment needed to produce radio or audio content in studio or on location. 1.2 Handle equipment with care during set up, take down and transportation. 1.3 Conduct site checks in preparation for filed recordings and live broadcasts. 1.4 Adjust microphones to achieve and maintain acceptable output levels. 1.5 Check for technical malfunctions related to equipment. 1.6 Resolve malfunctions promptly and efficiently. 1.7 Edit a variety of recorded audio programming content using appropriate software and hardware (news, weather, sports, etc.). 1.8 Use relevant industry software and hardware to create quality audio content and radio broadcasts.


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


<p>2. Operate industry standard production equipment, in studio and on location, to create television and video content for multiple platforms.</p> 	<p>2.1 Prepare all equipment needed for production as required.</p> <p>2.2 Check sites in preparation for filed recordings and live broadcasts.</p> <p>2.3 Operate a range of production equipment to produce content of high technical quality.</p> <p>2.4 Use a variety of camera techniques to create desired shots and effects.</p> <p>2.5 Integrate graphics into video as required using appropriate graphics software, equipment and templates.</p> <p>2.6 Use relevant software to edit recorded audio and video.</p> <p>2.7 Utilize appropriate recording formats for post-production editing and multiple platform distribution.</p> <p>2.8 Use different types of lighting equipment and basic lighting techniques to achieve desired light and shadow effects.</p>
<p>3. Deliver broadcast (radio/television) content via multiple platforms.</p>	<p>3.1 Save audio and digital visual content into media storage devices.</p> <p>3.2 Upload audio and video content to a range of platforms using relevant data management software and hardware.</p> <p>3.3 Employ ethics in distributing broadcast content.</p> <p>3.4 Use social media to check audience response to broadcast content on social media and online media.</p> <p>3.5 Use social media and other marketing tools to attract broadcast audiences.</p> <p>3.6 Store media files in appropriate formats using relevant digital file management techniques.</p> <p>3.7 Create backup systems using relevant digital file management techniques.</p> <p>3.8 Stream live broadcast content on a variety of devices</p>


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


<p>4. Plan programming content for different radio formats.</p> 	<p>4.1 Produce online content that represents or complements on-air broadcasts.</p> <p>4.2 Select songs to create music playlists for various program genres.</p> <p>4.3 Schedule programming, commercials and musical content in appropriate time slots using appropriate tools and automation software.</p> <p>4.4 Use knowledge of industry rating scales and methods to assess programme popularity and media consumption habits.</p> <p>4.5 Check current events and ongoing news developments in a variety of areas (e.g., politics, economy, human interest, lifestyle, sports and entertainment, etc.).</p> <p>4.6 Adapt programming content based on changes taking place in the broadcasting environment.</p> <p>4.7 Present pertinent information from various validated sources.</p> <p>4.8 Edit voice tracks and sound effects using audio recording and editing software.</p>
	<p>5. Prepare for production of television, mobile and Web productions that meet industry standards and regulations.</p> <p>5.1 Organize materials required for programme planning.</p> <p>5.2 Compose programme content that complies with pertaining regulations and standards.</p> <p>5.3 Produce online or mobile content to supplement original broadcast.</p> <p>5.4 Write story briefs and storyboards for use in pitching ideas and programme proposals.</p> <p>5.5 Develop television programme concepts that enhance storylines and scripts through analysis of research results.</p> <p>5.6 Develop story structures according to the intended medium and format.</p> <p>5.7 Identify existing content that may be repurposed for alternative uses.</p> <p>5.8 Organise appropriate sets and props to enhance the production process.</p>


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


<p>6. Evaluate the quality of radio and television broadcasts.</p> 	<p>6.1 Check all technical aspects of radio and television broadcasts to identify difficulties as they arise.</p> <p>6.2 Formulate strategies to resolve problems promptly.</p> <p>6.3 Check for technical problems related to equipment or software.</p> <p>6.4 Check for optimal signal levels and audio quality for all parts of the radio and television broadcast.</p> <p>6.5 Use visual cues to communicate information and provide feedback to colleagues, on-air personalities, producers, etc.</p> <p>6.6 Check the functionality and technical quality of online radio content (e.g., webstreams, podcasts)</p> <p>6.7 Examine broadcast content (e.g., commentaries, news reporting, interviews, song lyrics, etc.) for compliance with the station's format and quality standards.</p> <p>6.8 Select suitable content (e.g., music lyrics, audio clips, soundbites, etc.) for on-air use.</p> <p>6.9 Use critical thinking to screen and direct caller traffic to live talk programs.</p>
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	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020


<p>7. Develop a broadcasting station's marketing and advertising activities to generate revenues.</p> 	<p>7.1 Experiment with a variety of marketing activities to promote independent productions or a television station's brand and products.</p> <p>7.2 Evaluate necessary information to develop a sound understanding of a station's organizational structure, brand, target market and demographics.</p> <p>7.1 Apply research and critical thinking skills to identify competitors, assess their activities, and determine market trends using</p> <p>7.2 Create the broadcasting stations' online presence. using social media and networking tools.</p> <p>7.3 Interpret data on the broadcasting station rankings and ratings.</p> <p>7.4 Develop the station's advertising, marketing and branding strategies.</p> <p>7.5 Create effective presentations that promote a station and its products and services.</p> <p>7.6 Schedule advertisements to gain maximum exposure for the client.</p> <p>7.7 Organise public appearances and live location broadcasts to represent the station at a variety of special events.</p>
	<p>8. Compile interviews, scripts and reporting content for use in radio and television broadcasts.</p> <p>8.1 Summarize information from various sources for use interviews, reports, news stories and commercials.</p> <p>8.2 Distinguish fact from opinion in all types of information.</p> <p>8.3 Compose concise and pertinent questions for use in pre-interview and interview stages.</p> <p>8.4 Schedule live and off-air interviews in studio or via remote access.</p> <p>8.5 Write objective, clear, and accurate scripts for news stories and routine reports.</p> <p>8.6 Check that information used, and material presented is free of slanderous, libelous, or defamatory content.</p> <p>8.7 Craft stories for television using effective storytelling skills and techniques.</p> <p>8.8 Apply ethics and regulations pertaining to copyright infringement and plagiarism.</p> <p>8.9 Check that appropriate agreements have been obtained for use of interview subjects, musical content, footage and images.</p>


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


<p>9. Apply accepted industry practices in the creation of television, video and/or Web productions.</p> 	9.1	Complete production tasks as assigned, on time and within budget.
	9.2	Collaborate as a team member to achieve common goals.
	9.3	Apply effective interpersonal and conflict resolution skills to interact with colleagues, supervisors, business clients and the public at large.
	9.4	Identify networking opportunities to build and foster strong business relationships.
	9.5	Develop a proposal for independent production, including a basic production budget and cost projections.
	9.6	Identify opportunities for independent television productions using knowledge of current business structures and practices of public, corporate and independent broadcasters.
	9.7	Use knowledge of funding sources and available to explore financing opportunities for independent productions.

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


<p>10. Develop strategies that address the work performance needs of the broadcast industry.</p> 	<p>10.1 Check for emerging trends and news relating to the broadcast industry.</p> <p>10.2 Identify mentorship opportunities to further develop skills and gain valuable workplace experience.</p> <p>10.3 Identify relevant training opportunities in the broadcasting industry to update skills and to maintain currency.</p> <p>10.4 Identify broadcasting industry user groups to participate in discussion forums on new practices, techniques and technologies.</p> <p>10.5 Make use of social media and relevant technological tools to maintain professional networks.</p> <p>10.6 Use constructive feedback from peers, supervisors and clients to improve all aspects of work performance.</p> <p>10.7 Identify relevant professional associations that provide professional development resources or assistance.</p> <p>10.8 Assume responsibility and accountability for one's work and its impact on other aspects of the production.</p>
<p>11. Design work processes in compliance with relevant statutes, regulations, legislation, industry standards.</p>	<p>11.1 Perform all assigned work in compliance with established broadcasting operational policies and procedures.</p> <p>11.2 Develop Occupational Health and Safety policies and procedures for the safety and health of all employees.</p> <p>11.3 Inspect broadcasting station to identify safety issues.</p> <p>11.4 Recommend measures to correct health and safety hazards.</p> <p>11.5 Design broadcast workspaces that reflect consideration of personal limitations and ergonomic principles.</p> <p>11.6 Inspect broadcast equipment and systems to ensure they are safe for use.</p> <p>11.7 Use required documentation to report health and safety problems in the broadcasting station.</p>

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


<p>12. Present live programming on air to relay various types of information and stories in different formats.</p> 	<p>12.1 Perform a variety of on-air duties such as announcing upcoming programming, presenting guests, introducing musical artists and songs, executing station contest.</p> <p>12.2 Create positive rapport with guests, listeners and callers during call-in activities or talk shows by using communication skills.</p> <p>12.3 Present effective interviews for live or pre-recorded formats.</p> <p>12.4 Read aloud, recite, pronounce and articulate scripted material clearly, fluently and confidently for listening or live audiences.</p> <p>12.5 Take part in spontaneous ad-libbing, adapting to conversation or up-to-the-minute information during news reports, interviews, call-ins, etc.</p> <p>12.6 Use on-air language and content that is compliant with all regulations in radio and television presentation.</p> <p>12.7 Create voice-overs for use in promotional announcements to enhance broadcast content.</p> <p>12.8 Use feedback from peers, supervisors to validate and enhance written copy and on-air presentation.</p>
<p>13. Adapt the television, digital, web and video productions using a variety of post-production skills, tools and techniques.</p>	<p>13.1 Use storytelling skills to edit and preserve the creative and essential elements of the story.</p> <p>13.2 Convert video production footage into required format for post-production editing.</p> <p>13.3 Edit video footage for online and offline using a range of video editing techniques and software.</p> <p>13.4 Produce rough cuts for use in consultation with clients to validate content and make changes or adjustments, as required.</p> <p>13.5 Manipulate sound files using audio editing techniques to achieve optimal volume levels and sound quality.</p> <p>13.6 Edit audio and video segments in the manner best suited to the intended delivery platforms.</p>

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


SECTION C		QUALIFICATION STRUCTURE				
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	TITLE		Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [5]	Level [6]	Level [7]	Level [8]	
	Creative & Innovation Studies	10				10
	Introduction to Computer Skills	10				10
	Communication and Study Skills	10				10
	Introduction to Business Management		10			10
	Presentation and Research Skills		10			10
	Human Communication	10				10
	Public Speaking and Presentation Skills		10			10
	Professional Communication Skills		10			10

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


	Communication in the New Economy		10			10
	Media Law		10			10
CORE COMPONENT Subjects/Courses/ Modules/Units	Introduction to Broadcasting		10			10
	Script Writing for Television and Radio		12			12
	Principles of Broadcasting Techniques	10				10
	Broadcast Presentation Skills		12			12
	Television and Radio Programming		10			10
	Radio and Television Operations		12			12
	Digital Post-Production		12			12
	Fundamentals of Camera Operations	11				11
	Television Broadcasting		12			12
	Radio Production		12			12
	Multimedia Broadcasting		10			10

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

	News and Documentary Production			12		12
	Internship			40		40
	Television Production		12			12
	Broadcasting News Field Reporting		12			12
	Internet Radio and Podcasting			10		10
	Production Project (Radio/Television)			15		15
ELECTIVE/ OPTIONAL COMPONENT	Entrepreneurship		12	12		12
	Video Production			12		12
	Screen Production Techniques		12			12
	Current Affairs Production			12		12
	Sportscasting and Reporting		12			12

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

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
<i>NCQF Level</i>	<i>Credit Value</i>
<i>Level 5</i>	<i>61</i>
<i>Level 6</i>	<i>210</i>
<i>Level 7</i>	<i>89</i>
TOTAL CREDITS	360
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
<ul style="list-style-type: none"> The qualification in broadcasting (radio and television) has a maximum of 360 credits and takes three years to complete inclusive of a semester long industrial attachment The Composition of the qualification has four levels: Levels 5, 6 and 7 with core modules accounting for 224 credits, fundamental modules accounting for 100 credits and 36 for elective modules Credit Distribution Summary <ul style="list-style-type: none"> Level 5: 61 credits all compulsory Level 6: 210 credits (186 compulsory and 24 elective) Level 7: 89 credits (77 compulsory and 24 elective) Students must take and pass all pre-requisite modules to be allowed to take successive modules. Students are required to select and register for one elective. Students must take a minimum of 36 credits for electives. 	

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

ASSESSMENT AND MODERATION ARRANGEMENTS

- Assessment shall be carried out as per ETP's policies, which are aligned to BQA/National assessment policies.
- Internal and external moderation shall be carried out as per ETP's policies which are aligned to BQA/National moderation policies.
- The ETP will engage only BQA accredited assessors and moderators to carry out assessment and moderation.
- Assessment will be made up of formative and summative. The weighting of assessment will be as follows:

Assessment	Weighting
Formative	60%
Summative	40%

RECOGNITION OF PRIOR LEARNING

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. 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.

CREDIT ACCUMULATION AND TRANSFER


Credit Accumulation and Transfer (CAT) will be used for exemption from part of the qualification in terms of exemption from modules in which the prescribed learning outcomes for this qualification have already been achieved.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Progression

Students may progress horizontally between qualifications if they meet the minimum requirements for admission to the target qualification. Other comparable qualifications to this qualification include:

- Diploma in Digital Video
- Diploma in Journalism and Media

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

- Diploma in Creative Multimedia

Vertical progression – Exit

Students graduated from this qualification may progress to the following qualifications:

- Bachelor of Arts in Broadcasting (Radio and Television)
- Bachelor of Arts in Videography
- Bachelor of Arts in Creative Multimedia
- Bachelor of Communication: Broadcast Media Studies

Employment Pathways


Graduates of the qualification may find employment in a range of public and private organisations for the following posts. Typical roles include:

- Research Assistant
- Studio Broadcast Assistants
- Final control Centre Assistants
- Gaffers
- Assistant producers
- TV promo producers
- Junior Broadcast Journalists (Science, Investigative Sports, etc)
- Camera Operators
- Video Editors
- Videographers
- Assistant Producers
- Assistant Sound Engineers
- Digital Journalist
- Investigative Reporter
- Radio Producer
- News Reporter
- Sports Journalist
- Data Producers
- Data Operators

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

- Minimum requirement for award of a Diploma in Broadcasting: Radio and Television is attainment of a minimum of 360 credits that include a minimum of 36 credits from elective modules.
- A certificate for the Diploma in Broadcasting: Radio and Television will be awarded upon successful completion.

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

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REGIONAL AND INTERNATIONAL COMPARABILITY

Summary of Benchmarking with other Institutions

Finding specific qualifications for Diploma in Broadcasting: Radio and Television was a challenge. The proposed qualification was compared with qualifications offered by two (2) South African institutions and two (2) Canadian institutions. In the local context, no institutions were found to be offering a similar qualification.

Similarities

The benchmarking exercise established that the qualifications had similar outcomes that relate to graduates being able to perform broadcast-oriented tasks, which are core to the discipline. They also have quite several modules in common. The duration is also three years for qualifications offered in South African institutions.

Differences

The qualifications offer either radio or television or journalism qualifications. One offers both television and radio, but learners have to choose to major in one area of broadcast from the three options: broadcast news or radio or television. Additionally, some qualifications are offered over a two-year duration, while the proposed qualification is offered over a three-year long duration.

Contextualisation

This qualification is designed to focus on both radio and television broadcasting. The graduate can apply the skills, competences and knowledge in almost all types of broadcasting with ease. The qualification includes electives that provide an introduction to areas that learners can prepare to specialise in if they should wish to proceed to degree qualifications.

REVIEW PERIOD

Every five (5) years