


	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)		Claritech Institute											
TITLE	Certificate III in Safety Health and Environment										NCQF LEVEL	3	
STRANDS (where applicable)	1. 2. N/A 3. 4.												
FIELD	Services			SUB-FIELD		Hygiene and Occupational Health Services				CREDIT VALUE	40		
New Qualification						<input checked="" type="checkbox"/>		Legacy Qualification					
SUB-FRAMEWORK		General Education			<input type="checkbox"/>		TVET		<input checked="" type="checkbox"/>		Higher Education		
QUALIFICATION TYPE	Certificate	I	II	III	<input checked="" type="checkbox"/>	IV	V	Diploma	Bachelor				
	Bachelor Honours			Post Graduate Certificate				Post Graduate Diploma					
	Masters					Doctorate/ PhD							
RATIONALE AND PURPOSE OF THE QUALIFICATION													
RATIONALE: <p>A safe working environment has become a key element of human resource development. To address the challenges associated with a rapidly changing work environment, the current and future workforce needs to be trained on safety, health and environment approaches, strategies and plans so that they can engage themselves in safe practices while creating sustainable job opportunities and diversifying our economic base. This qualification on Safety Health and Environment (SHE) is aligned with Botswana National Development Plan 11 (NDP11) which defines the roadmap towards transition in the direction of upper-middle-income countries. This is also encompassed in vision 2036 which has a theme of “Achieving Prosperity For All”. With</p>													

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an inclusive development path that is envisaged, the expansion of the domestic economy will empower Batswana to meaningfully participate in economic activities. In order to achieve the goals and objectives of Vision 2036 and NDP11 Health and Safety of all individuals in the economic chain need to be taken care of. Since a sustainable environment is one of the pillar of the strategy in NDP 11 it is important that an inclusive learning environment is provided at all levels to allow for inclusive growth for the realization of sustainable employment creation and poverty eradication.

The qualification also responds to Human Resource Development Council (HRDC) strategies that identify Safety Health and Environment as one skill that is highly in demand.

PURPOSE: (itemise exit level outcomes)


The purpose of the qualification is to equip candidates with basic operational and theoretical knowledge, skills and competence to:

- Demonstrate understanding of general safety, health and environment principles and legislations in the workplace.
- Demonstrate understanding of processes relating to Hazard Identification and Risk assessment (HIRA).
- Outline the principles of an emergency procedure.
- Perform basic incident/accident investigation procedures.
- Demonstrate understanding and application of appropriate measures to prevent the spread of health hazard diseases such as HIV/AIDS, COVID-19 and others.
- Perform routine safety checks and audits at the workplace under supervision.


MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

The minimum admission requirement:


- NCQF Level II, Certificate II or equivalent.
- Provision for consideration through Recognition of Prior Learning (RPL) governed by the institution's policy.

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SECTION B		QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
1. Demonstrate a basic understanding of concepts and principles of Safety, Health, and environment at the workplace.		<ul style="list-style-type: none"> Describe the foundations of health and safety. Identify various theories in relation to safety health and the environment. Outline principles of an emergency procedure, accident investigation, personal protective equipment (PPE), universal safety signs Explain safety principles and legislation in the workplace. Identify safety, health and environmental policies in Botswana. State the importance of health and safety as a way of life in the workplace. 	
2. Employ the process of effective Hazard Identification and Risk Assessment (HIRA)		<ul style="list-style-type: none"> Distinguish Hazards and Risk Identify hazards associated with different types of workplace Discuss the importance of applying effective hazard control at the workplace. Outline the process of carrying out a risk assessment. Describe the use of environmental management techniques for creating a safe workplace. Explain ways of mitigating risks related to health and safety at the workplace. Describe control measures to prevent hazards in the workplace. Discuss measures to put in place to create a safe workplace. Demonstrate (HIRA) process at the workstation. 	
3. Demonstrate a range of basic practical skills in the process of incident/accident investigation		<ul style="list-style-type: none"> Describe the contents of the investigation guide. Perform basic incident/accident investigation procedures. Show how to plan, collect evidence, and come up with incidence or accident preventive measures. 	

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<p>4. Interpret basic knowledge towards the awareness of current health diseases.</p>	<ul style="list-style-type: none"> • Describe how HIV virus is spread. • Identify human rights issues related to HIV/AIDS • Discuss counselling of persons with HIV/AIDS and their families. • Describe the how COVID-19 is spread. • Explain appropriate measures to prevent the spread of COVID-19
<p>5. Participate in the development of a Safety Health and Environment management system at the workplace to promote a safety culture.</p>	<ul style="list-style-type: none"> • Identify what safety, health and environment management systems are. • Recall safety, health and environment management systems tools that help an organisation to continuously improve its SHE performance. • Describe measures to be taken in implementing safety, health and environment management systems. • Outline the process of setting up safety, health and environment management systems at the workplace. • Perform routine safety inspections and audits at the workplace under supervision.

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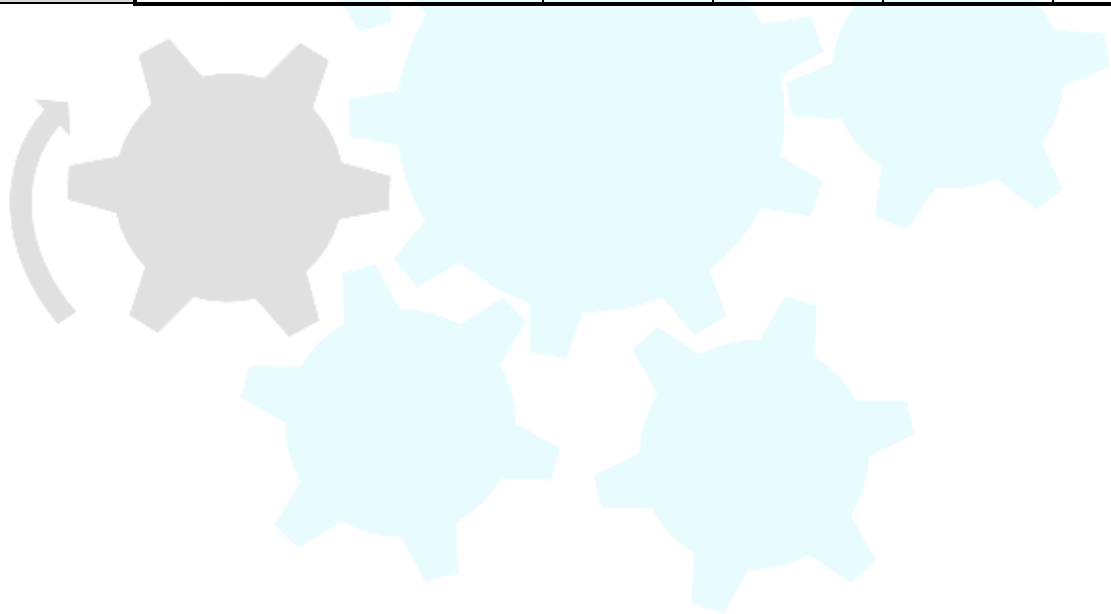
SECTION C		QUALIFICATION STRUCTURE			
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [3]	Level []	Level []	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Health and Safety Foundation I	2			3
	Communication skills at workplace	3			3
	Introduction to Information and Technology	3			3
	Awareness of current health disease at workplace	3			3
CORE COMPONENT Subjects/Courses/ Modules/Units	Health and Safety Foundation II	2			2
	HIRA I - Hazards and Control	3			3
	Environmental Management	3			3
	HIRA II - Work Equipment Hazard and Control	3			3
	Occupational Risk Management	3			3

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	Accident causes and types	3			3
	First Aid	3			3
	Fire Safety	3			3
	Professional Work ethics	3			3
	Health and safety Management systems	3			3
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	
1.	N/A				
2.	N/A				

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Electives	N/A				



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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
3	40
TOTAL CREDITS	40
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
n/a	

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ASSESSMENT ARRANGEMENTS

Assessment strategies, requirements and weightings

All assessments leading to the award of credits will be based on learning outcomes.

Learners will undergo assessments for each module which contributes 100% of the final mark. The assessments will include the following:

1. Test
2. Assignment
3. Final examination

Certificate III in safety Health and Environment shall be awarded to learners who successfully complete all module of the course.

MODERATION ARRANGEMENTS

Internal and external moderators to be engaged will be BQA accredited, subject specialist in relevant fields with relevant industry experience and academic qualification.

Both internal and external moderation shall be done in accordance with applicable policies and regulations.

RECOGNITION OF PRIOR LEARNING

Formal prior learning


Prior accredited learning of a learner at tertiary level domain, which constitute credit bearing units or modules, will be recognised if evidence can be produced that shows that the learner has achieved at a satisfactory level, the outcomes and associated assessments criterion specified for the qualification, will be considered for recognition of prior learning for the achievement of the qualification in part or in full.

Non Formal and Informal prior experiential learning

An applicant who falls outside the formal qualification system but has demonstrated (through the production of substantial and satisfactory evidence) experiential or work based learning or non-formal qualification (or combination) which has taken the learner to a level equivalent to a qualification specified, will be awarded.

CREDIT ACCUMULATION AND TRANSFER

No provision for early exit

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PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Articulation Path ways

Systematic articulation is possible horizontally and vertically with qualifications offered by other institutions provided students meet the minimum admission requirements.

Learning Pathway

Horizontal articulation

This qualification articulates horizontally with short course on Safety Health and Environment Level 3

Vertical articulation

This qualification articulates vertically with NCQF Level III, Certificate III.

Employment pathway

- Safety Representative
- Safety Inspector
- Assistant Safety Risk Controller

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for award of the qualification


The learner is required to achieve the stipulated 40 credits inclusive of fundamental and core components to be awarded the Certificate III in Safety Health and Environment (**SHE Level 3**)

Candidate meeting the prescribed requirement will be awarded the qualification in accordance with standards prescribed for the award of the qualification and applicable policies. Learners must pass all modules prescribed in the qualification and fulfil all the requirements of the qualification to be awarded Certificate III Safety Health and Environment

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Provider Title of Proposed Course: Certificates III in Safety Health and Environment (SHE Level 3)


Benchmarking has been done against qualifications offered by reputable entities within the region and beyond to appreciate what is typical of this level and type of qualification out there, in relation to graduate profiling, scope and depth of content, to ascertain regional and international comparability and articulation of the proposed qualification.

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The qualifications examined generally follow similar structures and standards, although there are insignificant differences in that their competencies are more general rather than specific. This qualification generally compares well with all the qualifications studied since the module coverage is similar.

A review of several programmes identified that few programmes are available at level 3 level in this field of study. In the process of conducting this study, it was found that the majority of SHE training programmes at this level were conducted by South African companies in the SADC region. Therefore, it was difficult to find many local comparisons. However, similarities and differences of the qualification as per comparative matrix are shown under modules, exit level outcomes, job and educational pathway. The qualification is designed such that the learning outcomes are aligned with level 3 knowledge, skill and competencies. What sets this qualification apart from the qualifications it was benchmarked is that it incorporates current modules that build up in innovation, problems solving skills, work ethics and communication skills that are relevant to 21st century workforce. Although the title of the course defers, credit allocation, content covered and duration when compared to NCQF, they fall within NCQF Level 3. Regional and international comparability summary is provided under.

Name of University	Title of Qualification, NQF Level & Credit Value	REGIONAL AND INTERNATIONAL COMPARABILITY SUMMARY
SHEilds (United Kingdom)	General Certificate in Health and Safety Level 3 30 credits	This qualification compares well with the SHEilds (United Kingdom)-Occupational Health and Safety worth of 30credits. It provides staff with sound understanding of health and safety risk management. Both qualifications are assessed through continuous assessment and based on a series of practical assignments. However, SHEilds assessments are completed online whereas for this qualification assessments are completed on site. To progress further SHEilds learner can move to NEBOSH National Diploma course where as in this qualification learners can move to NCQF level 4.
University of Cape Town UCT (South Africa)	Certificate in Occupation Health and Safety Level 3	This qualification compares well with the Certificate in Occupation Health and Safety Level 3 offered by University of Cape Town. Main exit outcomes, module arrangement and assessment criterion are similar. Assessment is carried out through a series of practical assignments completed during the course of study. This qualification shares the same knowledge and employment pathways with the needed to create a safe, productive working environment for employees and providing learners with tools to understand how to drive compliance across various industries as well as opportunities to further their education in different knowledge areas in relation to safety and health. The difference between the two qualifications is that that this qualification incorporates current modules that build up in innovation, problems

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		solving skills, work ethics and communication skills that are relevant to contemporary workforce.
Skills Organisation in New Zealand - Toitu te Waiora	Certificate in workplace Health and Safety Practice Level 3 Credits 40	Education Pathways is similar to this qualification since both programme leads into the Health and Safety Practice Level 4. Employment Pathways leads to career opportunities as Health and Safety representative which are similar to this qualification. Main exit outcome and subjects covered are similar and provides learners with deep understanding of occupational health and safety principles, legislative and regulatory requirements, industry or job specific requirements that may be relevant to learners, principles of health and safety risk assessment.
REVIEW PERIOD		
This qualification will be reviewed after five (5) years from the date of registration.		