

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER (S)			DRTS Driver Academy											
TITLE		Certificate III in Driving								NCQF LEVEL		3		
STRANDS (where applicable)		1. Light Motor Vehicle 2. Light Motor Vehicle Combination 3. Special Type Machines 4. Motorcycle 5. Tractor												
FIELD		Services								CREDIT VALUE		115		
SUB FIELD		Transport Services												
New Qualification		√		Legacy Qualification				Renewal Qualification						
								Registration Code						
SUB-FRAMEWORK		General Education				TVET		√		Higher Education				
QUALIFICATION TYPE		Certificate	I	II	III	√	IV	V	Diploma	Bachelor				
		Bachelor Honours			Post Graduate Certificate				Post Graduate Diploma					
		Masters				Doctorate/ PhD								
RATIONALE AND PURPOSE OF THE QUALIFICATION														
RATIONALE: <p>The Road Traffic Act 69:01 of 1973 mandates the Department of Road Transport Services to issue driving licenses and professional driving permits and matters incidental thereto, amongst others. The Department overall aim is to:</p> <ul style="list-style-type: none"> Professionalize of driver training, testing and licensing, Improve of traffic law compliance, Promote compliance with applicable industry standards such as the Botswana Standard Classification of Occupations (BOSCO 2008) and the Southern African Development 														

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Community (SADC) driving standard-K53, promote of road safety awareness, and Improve of Post-crash response by Emergency Medical Services.

To achieve the above, the Department has drawn the Botswana National Road Safety Strategy, with the objective to improve driver skills and knowledge of safe driving behaviour with the following intended outcomes:

1. All drivers applying for a driving license test have received driver training,
2. Driver training is done professionally and effectively,
3. All drivers have the required knowledge, skills and attitude to obey road rules and regulations.

To achieve the above intended outcomes, the Department has developed activities such as:

- Activity A1.2b of the Strategy: Implement compulsory driver training under Activity 12B
- Activity A12c: Update the driver training curricula for all classes of license – also to include issues such as appropriate response to emergency vehicles on the road under A12C

In line with the Strategy, this qualification Certificate III in Driving has been developed as a requirement to attainment of licence classes in Botswana including Class A1, A, B, EB, F and H, comprising minimum standards of competence for drivers and clear training (theory and practical) unit standards with guidelines for trainers, assessors, moderators, and learner drivers.

PURPOSE: The purpose of this qualification is to produce graduates with basic operational and theoretical knowledge, skills, and competences to:

1. Drive or operate motorised vehicles under different road and weather conditions.
2. Apply appropriate road traffic laws when operating motorised vehicles.
3. Adhere to best road safety practices and emergency response.
4. Perform vehicle inspections to ensure mechanical fitness.
5. Demonstrate appropriate driving attitudes and behaviour.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Entry requirements for this qualification will be through

- Certificate II, NCQF Level 2

Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) will also be applicable in-line with ETP policies.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Apply road rules and regulations when driving motorised vehicles	<p>1.1 Comply with the Road Traffic Act (RTA) when driving motorised vehicles.</p> <p>1.2 Observe road signs, signals and markings at all times when driving.</p> <p>1.3 Adhere to recommended speed limits for built-up areas and outside built-up areas.</p> <p>1.4 Use hands-free communication devices in accordance with the Road Traffic Act to avoid distractions whilst driving.</p> <p>1.5 Adhere to recommended loading guides as per the RTA provisions and manufacturer's specifications.</p>
2. Demonstrate basic operational knowledge of motorised vehicle controls.	<p>2.1 Identify and use the different transmission controls appropriately when starting, in motion and stopping the vehicle.</p> <p>2.2 Hold and use steering wheel per recommended positioning while driving and manoeuvring.</p> <p>2.3 Operate vehicle pedal control appropriately when starting, accelerating, decelerating and stopping.</p> <p>2.4 Use wipers and washers, de-mister properly</p> <p>2.5 Use signalling functions correctly.</p> <p>2.6 Engage and disengage parking brakes safely.</p>
3. Perform pre-trip and post-trip vehicle inspections on motor vehicle to ensure vehicle safety and roadworthiness.	<p>3.1 Carry out exterior check on a motorised vehicle.</p> <p>3.2 Carry out interior check on a motorised vehicle.</p>

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	<p>3.3 Check and interpret gauges and warning lights for functionality.</p> <p>3.4 Adhere to starting procedures of different transmissions in line with manufactures operational manual.</p> <p>3.5 Start the engine in accordance with the motorised vehicle operational manual.</p> <p>3.6 Shut down and secure the vehicle in accordance with motorised vehicle operational manual.</p>
<p>4. Apply appropriate and safe motor vehicle operation and driving manoeuvres in all weather and road conditions.</p>	<p>4.1 Drive a motorised vehicle safely in all weather conditions (e.g., raining, snowing, sandstorm) during the day and at night.</p> <p>4.2 Drive a motorised vehicle safely on any road surface.</p> <p>4.3 Carry out motorised vehicle operation tasks appropriately e.g., delivery of goods, tending to passengers.</p> <p>4.4 Execute motorised vehicle driving manoeuvres appropriately on different roads and weather conditions.</p>
<p>5. Apply defensive driving principles and techniques to enhance safety.</p>	<p>5.1 Apply SIPDE technique (Scan, Identify, Predict, Decide and Execute) while driving.</p> <p>5.2 Apply LLLC safe driving principle (Look ahead, look around, leave room and communicate) when driving.</p> <p>5.3 Take intervals of rest up to relieve driving related stress and fatigue.</p> <p>5.4 Deal appropriately with adverse behaviour in relation to other road users.</p> <p>5.5 Respond effectively and timely to hazards when driving motorised vehicle.</p>

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<p>6. Demonstrate appropriate driver attitudes and behaviour on and off the road.</p>	<p>6.1 Accord other road users some respect, including pedestrians and cyclists.</p> <p>6.2 Exercise patience during traffic jams, accidents to avoid accidents.</p> <p>6.3 Maintain safe driving distance to avoid tailgating and driver aggression.</p> <p>6.4 Communicate courteously with other road users to avoid road rage.</p>
<p>7. Demonstrate professionalism when executing driving duties in the workplace.</p>	<p>7.1 Participate actively in discussions and meetings.</p> <p>7.2 Identify and utilize the strengths of team members to enhance own knowledge and performance.</p> <p>7.3 Complete assigned tasks within set deadlines.</p> <p>7.4 Adhere to workplace code of practice.</p> <p>7.5 Maintain personal hygiene and use personal protective equipment (PPE) in the workplace.</p>
<p>8. Apply basic knowledge of appropriate fitness and wellness to drive and the associated legal implications.</p>	<p>8.1 Identify legal and illegal intoxicating substance and prescription drugs for appropriate usage.</p> <p>8.2 Identify effects of intoxicating substance and drugs.</p> <p>8.3 Comply with legislation pertaining to substance and drug abuse.</p> <p>8.4 Identify side effects of prescribed substance and drugs that may impair own fitness to drive.</p>

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9. Demonstrate basic knowledge of Botswana's road transport industry.	<p>9.1 Locate road transport sector within the economy.</p> <p>9.2 Classify modes of road transport.</p> <p>9.3 Identify types of road transport services</p> <p>9.4 Explain emerging issues within the industry.</p> <p>9.5 Describe road transport stakeholders.</p>
10. Deal with customer inquiries and monitor customer satisfaction.	<p>10.1 Provide quality customer service.</p> <p>10.2 Handle customer queries and complaints effectively.</p> <p>10.3 Complete documentation related to providing customer service, including capturing feedback.</p> <p>10.4 Identify and follow relevant legislation and workplace procedures to deal with customers.</p>
11. Apply basic knowledge of First Aid and Firefighting to respond to emergencies.	<p>11.1 Identify legislation pertaining to Emergency management and response in driving.</p> <p>11.2 Explain the importance of emergency management and response.</p> <p>11.3 Demonstrate knowledge of First Aid Techniques in driving.</p> <p>11.4 Identify safety considerations for Basic firefighting in driving.</p>
12. Apply basic knowledge of ICT for driving and driver testing.	<p>12.1 Use Driver Theory Testing System (DTTS), Intelligent Driver Testing System (IDTS).</p> <p>12.2 Identify and interpret information from various Internet of Things (IoT) sensors deployed in a vehicle for safety monitoring (e.g., tire pressure sensors, brake performance sensors)</p>

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	<p>12.3 Use vehicle navigation and communication technology.</p> <p>12.4 Test and confirm the functionality of IoT safety systems under various driving conditions.</p> <p>12.5 Use info-technology devices in the workplace.</p>
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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [3]	Level [4]	Level [5]	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Professionalism in the workplace	2			2
	Communication skills	2			2
	ICT for driving and driver testing	5			5
	Customer service	1			1
CORE COMPONENT Subjects/Courses/ Modules/Units	Driver Fitness and Wellness	6			6
	Introduction to Botswana road transport industry	3			3
	Driver Attitudes and Behaviour		8		8
	Introduction to Driving Motorised Vehicles	4			4

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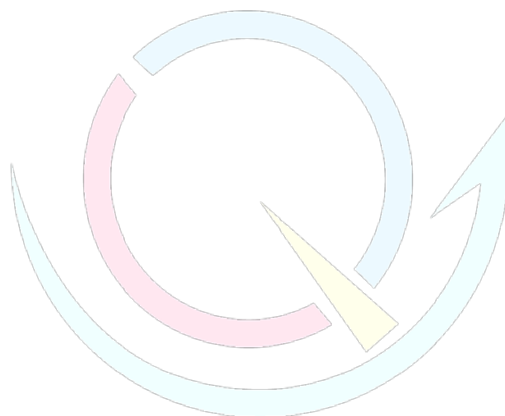
	Pre and Post - Trip Inspections	10			10
	Defensive Driving Techniques		8		8
	Road transport and road traffic legislation		20		20
	Driving Environment	10			10
	Introduction to Emergency response; Basic First Aid and Fire Fighting	6			6
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level [3]	Level [4]	Level [5]	
1. Light Motor Vehicle	Mechanical Appreciation of Light Motor Vehicle	2			2
	Legal requirements to driving light Motor Vehicle	3			3
	Driving Light Motor Vehicle	15			15
	Defensive Driving Practical (Light Motor Vehicle)		6		6
2. Light Motor Vehicle Combination	Mechanical Appreciation of Light Motor Combination Vehicle	2			2
	Legal requirements to driving light Motor Combination Vehicle	3			3

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	Driving Light Motor Combination Vehicle	15			15
	Defensive Driving Practical (Light Motor Combination Vehicle)		6		6
3. Special Type Machines	Mechanical Appreciation of Special Type Machines	2			2
	Legal requirements to driving Special Type Machines	3			3
	Driving Special Type Machines	15			15
	Defensive Driving Practical (Special Type Machines)		6		6
4. Motorcycle	Mechanical Appreciation of Motorcycles	2			2
	Legal requirements to driving Motorcycles	3			3
	Driving Motorcycles	15			15
	Defensive Driving Practical (Motorcycles)		6		6
5. Tractor	Mechanical Appreciation of Tractors	2			2
	Legal requirements to driving Tractors	3			3
	Driving Tractors	15			15

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	Defensive Driving Practical (Tractors)		6		6
Electives	Business essentials	4			4
	Documentation & Record Management	4			4



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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
3	73
4	42
TOTAL CREDITS	115

Rules of Combination:

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

Fundamental level 3 = 10 credits

Core level 3 =59 credits

Core Level 4 =42 credits

Elective level 3 =4 credits

Total = 115 credits

Learners shall choose 1 strand worth 26 credits and one elective worth 4 credits.

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ASSESSMENT ARRANGEMENTS

The contribution of formative assessment to the final grade shall be 70% and the contribution of summative assessment to the final grade shall be 30%.

MODERATION ARRANGEMENTS

Internal and external moderation shall be done in accordance with applicable policies and regulations. Moderators shall be registered with BQA as moderators.

RECOGNITION OF PRIOR LEARNING

RPL will be applicable for award of credits towards this qualification, and will be done in line with institutional policies, in line with national policies on RPL.

CREDIT ACCUMULATION AND TRANSFER

CAT will be applicable for award of credits towards this qualification, and will be done in line with institutional policies, in line with national policies on RPL.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation

- Certificate III in Driver Operations

Vertical Articulation

- Certificate IV in Driving
- Certificate V in Driver Education

Employment Pathways

- Driver messenger
- Courier driver
- Public transport operator
- Emergency vehicle driver
- Light goods transport driver

QUALIFICATION AWARD AND CERTIFICATION

To be awarded the Certificate III in Driving, a candidate must have a minimum of total credits of 115 as per the rule of combination stated.

Certification

Candidates meeting prescribed requirements will be awarded certificate and a transcript by the DRTS in accordance with standards prescribed for the award of the qualification. Candidates not meeting prescribed requirements may be awarded a transcript only.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Title: This qualification is called Certificate III in Driving whilst the South African qualification is titled National Certificate: Professional Driving and the Australian qualification is titled Certificate III in Driving Operations. The qualifications are titled differently in the three countries; however, the intended purpose is similar in that they are all aimed at professionalising driving in these respective countries.

NQF level: This qualification is at NCQF Level 3, which compares well with the two benchmark qualifications pitched at NQF Level 3 (South Africa) and AQF Level 3 (Australia) respectively, as they have similar level descriptors at Level 3 of their respective NQFs.

National Certificate III in Professional Driving (In SA) has 146 credits, while Certificate III in Driving Operations (Australia) does not have credits but a duration of 6 to 12 months, which equates to approximately 120 credits. This qualification is worth 115 credits which exceeds the minimum recommended 40 credits for NCQF Level 3, however, not 146 because it is focused on general driving and not specific industry driving operations as the South African qualification. The 115 credits aligns well with the benchmarks.

Main Exit levels outcomes: They are similar for all qualification for they are all about being able to drive in various types of light motor vehicles in different road and weather conditions.

Main modules: This qualification has 9 core modules as compared to the 5 of each of the benchmarks making it better than the benchmarks.

Assessments: This qualification and benchmarks emphasize the achievement of all learning outcomes and assessment criteria.

Pathways: The pathways for all the qualifications are varied due to the different strands for the qualifications compared.

In conclusion, this qualification is slightly better than the benchmarked qualifications in terms the number of core modules but similar in terms of purpose, level of complexity and approximate duration.

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REVIEW PERIOD

This qualification will be reviewed every five (5) years

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For Official Use Only:

CODE (ID)			
REGISTRATION STATUS	BQA DECISION NO.	REGISTRATION START DATE	REGISTRATION END DATE
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	

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