

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS																			
QUALIFICATION DEVELOPER (S)				DRTS Driver Academy															
TITLE		Certificate IV in Driving						NCQF LEVEL				4							
STRANDS (where applicable)		1. Heavy Motor Vehicle Combination (EC1) 2. Extra Heavy Motor Vehicle Combination (EC) 3. Articulated Medium Passenger Vehicle (Bus-D1E) 4. Articulated Passenger Combination (Bus-DE)																	
FIELD		Services						CREDIT VALUE				130							
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 or		
		Bachelor Honours								Post Graduate Certificate						Post Graduate Diploma			
		Masters								Doctorate/ PhD									
RATIONALE AND PURPOSE OF THE QUALIFICATION																			
RATIONALE: <p>The Department of Road Transport Services (DRTS) carries out its mandate using two (2) Acts, namely, the Road Transport Permits Act (RTPA) and the Road Traffic Act (RTA). The Road Transport Permits Act 69:03 of 1973 mandates the Department of Road Transport Services to coordinate and control the means of and facilities for road transport by way of permits and matters incidental thereto and connected therewith. Furthermore, the Road Traffic Act 69:01 of 1973 mandates the Department to issue driving</p>																			

licenses and professional driving permits and matters incidental thereto, amongst others. The Department's overall aim is to;

- Professionalise of driver training, testing and licensing,
- Improve of traffic law compliance,
- Promote compliance with applicable industry standards such as Botswana Standard Classification of Occupations (BOSCO 2008) and the Southern African Development Community (SADC) driving standard-K53,
- Promotion of secure conveyance of goods and passengers,
- Promote road safety awareness,
- 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 and secure 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 IV in Driving has been developed as a requirement to attainment of licence classes in Botswana including Class C1, C, C1E, CE, D1, D, D1E and DE, 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 broad knowledge, skills, and competence to:

1. Apply appropriate road traffic laws when operating motorised vehicles,
2. Adhere to best road safety practices and emergency response, road rules and regulations when driving goods and passenger service vehicles.
3. Perform pre-drive and post-drive inspections on Goods and Passenger Service Vehicles,

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4. Apply cross-border road transport and road traffic legislation such as immigration, taxation and permits,
5. Apply principles of emergency management and response in driving, First Aid, and Firefighting.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Entry requirements for this qualification will be through

- Certificate III, NCQF Level 3 or equivalent.
- 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 broad knowledge of road rules and regulations when driving goods or passenger service vehicles		1.1 Comply with the Road Traffic Act (RTA), Road Transport (Permits) Act (RTPA), and other legal requirements when driving goods or passenger vehicles. 1.2 Observe road signs, signals and markings at all times when driving. 1.3 Adhere to recommended speed limits for built-up areas and outside built-up areas. 1.4 Use hands-free communication devices in accordance with the RTA and RTPA to avoid distractions whilst driving. 1.5 Adhere to recommended loading guides as per the RTA and RTPA provisions and manufacturer's specifications. 1.6 Comply with the legal responsibilities of a goods or passenger service vehicle driver 1.7 Comply with the legal requirements for driving on the road in relation to other road users 1.8 Observe rules governing fares and pricing in public transport services	
2. Demonstrate broad operational knowledge of goods or passenger service vehicle controls.		2.1 Identify and use the different transmission controls appropriately when starting, in motion and stopping the goods or passenger service vehicle. 2.2 Hold and use the steering wheel per recommended positioning while driving and manoeuvring. 2.3 Operate vehicle pedal control appropriately when starting, accelerating, decelerating and stopping. 2.4 Use wipers, washers, de-mister properly 2.5 Use signalling functions correctly. 2.6 Engage and disengage parking brakes safely. 2.7 Identify primary systems of Goods and Passenger Service Vehicles in terms of their basic function for their functionality 2.8 Identify principal components of Goods and Passenger Service Vehicles' and their basic functions for their operation 2.9 Make an inspection report of primary systems of Goods and Passenger Service Vehicles faults	

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<p>3. Perform advanced pre-trip and post-trip vehicle inspections on goods or passenger service vehicles to ensure vehicle safety and roadworthiness.</p>	<p>3.1 Carry out exterior checks on a goods or passenger service vehicle. 3.2 Carry out interior check on a goods or passenger service vehicle. 3.3 Check and interpret gauges and warning lights for functionality. 3.4 Adhere to starting procedures of different transmissions in line with manufacturer's operational manual. 3.5 Start the engine in accordance with the goods or passenger service vehicle operational manual. 3.6 Shut down and secure the vehicle in accordance with the goods or passenger service vehicle operational manual. 3.7 Identify principal components of goods and passenger service vehicles' primary systems in terms of basic function for fault finding</p>
<p>4. Apply appropriate and safe goods or passenger service vehicles operation and driving manoeuvres in all weather and road conditions.</p>	<p>4.1 Adhere to safe and secure procedures of loading and offloading goods or passengers. 4.2 Drive a goods or passenger service vehicle safely in all weather conditions (e.g. rain, hailstorm, sandstorm) during the day and at night. 4.3 Drive a goods or passenger service vehicle safely on any road surface. 4.4 Carry out goods or passenger service vehicle operation tasks appropriately, e.g., delivery of goods, tending to passengers. 4.5 Execute goods or passenger service vehicles driving manoeuvres appropriately on different roads and weather conditions.</p>
<p>5. Apply advanced defensive driving principles and techniques to enhance safety.</p>	<p>5.1 Apply the SIPDE technique (Scan, Identify, Predict, Decide and Execute) while driving. 5.2 Apply LLLC safe driving principle (Look ahead, look around, leave room and communicate) when driving. 5.3 Take intervals of rest to relieve driving-related stress and fatigue when driving goods or passengers. 5.4 Respond effectively and timely to hazards when driving goods or passenger service vehicle. 5.5 Take effective steps to prevent accidents by anticipating and responding to the unpredictable actions of other road users</p>

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<p>6. Demonstrate appropriate and positive driving attitudes and behaviour on and off the road.</p>	<p>6.1 Display safe driving attitudes and behaviours, according to other road users some respect, including pedestrians and cyclists.</p> <p>6.2 Exercise patience during traffic jams and 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>6.5 Display accountability and responsibility for own behaviour when driving.</p> <p>6.6 Demonstrate ability to manage stress and fatigue while driving.</p> <p>6.7 Deal appropriately with adverse behaviour in relation to other road users</p> <p>6.8 Respond effectively and timely to hazards when driving goods or passenger service vehicles</p>
<p>7. Apply advanced professionalism when interacting with customers, stakeholders and other road users.</p>	<p>7.1 Use written, verbal and oral forms of communication appropriately to the passengers, suppliers and other stakeholders.</p> <p>7.2 Present information using appropriate language and tone.</p> <p>7.3 Exercise due care and diligence towards passengers from diverse social, cultural and ethnic backgrounds and with varying abilities and needs.</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 broad knowledge of effects of substance and drug abuse on 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 substances and drugs on fitness to drive.</p> <p>8.3 Comply with legislation pertaining to substance and drug abuse.</p> <p>8.4 Identify side effects of prescription and similar drugs that may impair own fitness to drive.</p>

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9. Demonstrate broad knowledge of Botswana's road transport industry.	9.1 Locate the road transport sector within the economy. 9.2 Classify modes of road transport. 9.3 Identify types of road transport services 9.4 Explain emerging issues within the industry. 9.5 Describe road transport stakeholders.
10. Deal professionally with customer inquiries and monitor customer satisfaction.	10.1 Provide quality customer service. 10.2 Handle customer queries and complaints effectively. 10.3 Complete documentation related to providing customer service, including capturing feedback. 10.4 Identify and follow relevant legislation and workplace procedures to deal with customers. 10.5 Address claims regarding compensation for injury to passengers or damage to their baggage
11. Apply broad knowledge of First Aid, Firefighting and vehicle maintenance to respond to emergencies.	11.1 Identify legislation pertaining to Emergency management and response in driving. 11.2 Explain the importance of emergency management and response. 11.3 Demonstrate knowledge of First Aid Techniques in handling and driving goods or passenger service vehicles. 11.4 Identify safety considerations for firefighting in handling and driving goods or passenger service vehicles. 11.5 Apply basic or minor servicing of goods or passenger
12. Apply broad knowledge of ICT for driving and driver testing for goods or passenger service vehicles.	12.1 Use Driver Theory Testing System (DTTS) and Intelligent Driver Testing System (IDTS). 12.2 Identify and interpret information from various Internet of Things (IoT) sensors deployed in a vehicle for safety monitoring (e.g., tyre pressure sensors, brake performance sensors) 12.3 Use vehicle navigation and communication technology. 12.4 Test and confirm the functionality of IoT safety systems under various driving conditions. 12.5 Use info-technology devices in the workplace.

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13. Demonstrate broad knowledge of cross-border road transport and road traffic legislation such as immigration, taxation and permits	13.1 Meet and comply with legal requirements regarding permits for border crossing 13.2 Use Information Technologies such as Toll Systems within cross-border jurisdiction 13.3 Comply with other countries' traffic laws and regulations
14. Demonstrate broad knowledge of techniques required for the management of work processes	14.1 Identify and apply principles of task development and management 14.2 Apply knowledge of time management and managing schedules, crucial in public and commercial transport operations 14.3 Apply effective task prioritisation and organising of work

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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	Inclusivity and Inclusion in Transport Operations		2		2
	Effective communication for drivers		2		2
	Fundamentals of Information and digital Technology		2		2

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	Customer service essentials		2		2
	Time and Work Management		2		2
	Advanced Workplace health and safety		2		2
	Managing and maintaining records		2		2
CORE COMPONENT Subjects/Courses/ Modules/Units	Driver Wellness and Fatigue Management		5		5
	Introduction to regional and international road transport industry		5		5
	Driver Attitudes Management		6		6
	Fault Reporting and Management Skills		2		2
	Pre and Post - Trip Inspections for Goods or passenger vehicles		4		4
	Advanced Defensive Driving and Hazard Awareness		10		10
	Introduction to Cross border and long-Distance Transport Regulations		10		10
	Emergency Preparedness: Advanced First Aid and Fire fighting		5		5

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	Trailers and Attached Equipment		5		5
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level [3]	Level [4]	Level [5]	
1. Heavy Motor Combination Stream	Mechanical Appreciation and Maintenance of Heavy Combination Motor Vehicle		4		4
	Legal requirements to driving Heavy Combination Motor Vehicle		4		4
	Driving Heavy Combination Motor Vehicle		20		20
	Load Management and Compliance		6		6
	Manoeuvring and Route Planning		10		10
	Extra Heavy Vehicle Operation in Emergencies		10		10
	Defensive Driving Practical Heavy Combination Motor Vehicle		6		6
2. Extra Heavy Combination Stream	Mechanical Appreciation and Maintenance of Extra Heavy Combination Motor Vehicle		4		4
	Legal requirements to driving Extra		4		4

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	Heavy Combination Motor Vehicle				
	Practical-Driving Extra Heavy Combination Motor Vehicle		20		20
	Manoeuvring and Route Planning		10		10
	Extra Heavy Vehicle Operation in Emergencies		10		10
	Defensive Driving Practical-Extra Heavy Combination Motor Vehicle		6		6
	Load Management and Compliance		6		6
3. Articulated Medium Passenger Vehicle (Mini Bus with trailer of more than 750kg)	Mechanical Appreciation and Maintenance of Passenger Service Vehicle- Articulated Medium		4		4
	Legal requirements to driving Passenger Service Vehicle- Articulated Medium		4		4
	Practical-Driving Passenger Service Vehicle-Articulated Medium		20		20
	Passenger Comfort and Safety		10		10
	Passenger Service Vehicle Operation in Emergencies		10		10

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	Defensive Driving Practical-Articulated Medium Passenger Service Vehicle		6		6
	Load Management and Compliance		6		6
4. Articulated Passenger Service Vehicle (Large Bus with Trailer of more than 750kg)	Mechanical Appreciation and Maintenance of Passenger Service Vehicle-Large Bus		4		4
	Legal requirements to driving Articulated Passenger Service Vehicle-Large Bus		4		4
	Practical- Driving Articulated Passenger Service Vehicle-Large Bus		20		20
	Passenger Comfort and Safety		10		10
	Passenger Service Vehicle Operation in Emergencies		10		10
	Defensive Driving Practical- Articulated Passenger Service Vehicle-Large Bus		6		6
	Load Management and Compliance		6		6
Electives	Advanced Commercial Business Operations		4		4
	Workplace Professionalism and Ethics		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
4	130
TOTAL CREDITS	130

Rules of Combination:

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

Fundamental Level 4 = 14 credits

Core Level 4 = 52 credits

Strand Level 4 = 60 credits

Elective level 3 = 4 credits

Total = 130 credits`

Learners shall choose 1 strand worth 60 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 and accredited by BQA.

RECOGNITION OF PRIOR LEARNING

RPL will be applicable for awarding credits towards this qualification and will be supported by 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 supported by institutional policies, in line with national policies on CAT.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation

- Certificate in Basic Fire Fighting
- Certificate in Basic First Aid

Vertical Articulation

- Certificate V in Driving
- Certificate V in Driver Education

Employment Pathways

- Heavy Motor Vehicle Combination Driver
- Extra Heavy Motor Vehicle Combination Driver
- Articulated Medium Passenger Vehicle (Bus) Driver
- Articulated Passenger Combination Driver

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

To be awarded Certificate IV in Driving, a learner must have a minimum of total credits of 130 as per the rule of combination stated.

Certification

Candidates meeting prescribed requirements will be awarded a certificate and a transcript in accordance with the 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 IV in Driving, whilst the South African qualifications are titled Further Education and Training Certificate: Transport Operations and Further Education and Training Certificate: Road Transport Supervision. The New Zealand qualification is titled Certificate in Commercial Road Transport (Heavy Vehicle Operator) and Certificate IV in Driving Operations in Australia. The qualifications are titled differently in the four respective countries; however, the intended purpose is similar in that they target skilled drivers and operators in the commercial road transport industry, with specialisations in goods and passenger services.

NQF level and Credits: This qualification is at NCQF level 4, which compares well with the benchmark qualifications pitched at NQF Level 4 in South Africa, NZQF Level 4 (New Zealand), and AQF Level 4 (Australia), respectively, as they have similar level descriptors.

Further Education and Training Certificate: Transport Operations (In SA) has 148 credits, Certificate in Commercial Road Transport (Heavy Vehicle Operator) in New Zealand has 120 credits, and Certificate IV in Driving Operations in Australia has 120 credits. The credits of this qualification are pitched at 130 to align with the benchmarks and meet the minimum NCQF Level 4 credit requirements.

While the credit values vary slightly across the qualifications, the duration and intensity are consistent across qualifications. The practical and theoretical components are designed for a full-time study equivalent of approximately one year.

Main Exit levels outcomes: The exit outcomes across these qualifications share a common emphasis on the professional skills of drivers in the commercial road transport industry with a strong emphasis on advanced driving skills, compliance and safety, compliance, operational efficiency and specialised transport capabilities. The key differences are found in the specific modules and assessment approaches, shaped by regional industry needs and regulatory standards. For instance, some qualifications, particularly in New Zealand and Australia, include specific strands or elective units focused on niche areas like hazardous goods, livestock, or heavy recovery.

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Main modules: This qualification has 9 core modules covering safety management, vehicle operation, and transport regulations, with additional elective units focused on specific industry needs like hazardous goods and heavy recovery as compared to the benchmarks, which are 12 of the South Africa (logistics management, customer service, and strategic transport planning/ transport legislation, customer support, and supply chain management integrating elements of import/export processes and business ethics in transport operations), 6 of New Zealand (emphasizing advanced driving techniques, compliance, and health and safety), 11 of Australia (with a strong focus on core vehicle operation skills, compliance with safety regulations, and licensing requirements).

Assessments: These qualifications and benchmarks emphasise the achievement of all learning outcomes and assessment criteria. All qualifications emphasise a combination of theoretical assessments and practical evaluations. Workplace-based assessments are common, focusing on real-world competency in driving and transport operations.

Pathways: The pathways for all the qualifications are varied due to the different strands for the qualifications compared but produce heavy vehicle or heavy vehicle combination drivers for the transport operations sector (goods and passengers). Horizontally, the South African and Australian qualifications offer pathways to equivalent NQF or AQF Level 4 qualifications, allowing for lateral movement within the transport sector. Vertically, all qualifications provide a route to Certificate V qualifications in related fields such as Transport Logistics and Freight Handling.

In **conclusion**, Certificate IV in Driving aligns well with the benchmarked qualifications in terms of purpose, structure, approximate duration, and level of complexity. Key similarities include a focus on professionalising the transport sector through advanced driving and compliance skills. Modular structures with core and elective components tailored to meet regional industry needs, comprehensive assessment strategies emphasising applied competence in real-world settings. The primary differences lie in the specific credit values and the number of modules, reflecting regional variations in credit systems and training standards. However, the core objective remains consistent across all qualifications: enhancing road safety, operational efficiency, and industry professionalism in commercial road transport. This confirms its alignment with global best practices in transport education and training.

REVIEW PERIOD

This qualification will be reviewed every five (5) years

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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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