

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER (S)			Madirelo Training and Testing Centre											
TITLE		Certificate IV In Autobody Repair and Refinishing								NCQF LEVEL		4		
STRANDS (where applicable)		NA												
FIELD		Manufacturing, Engineering and Technology								CREDIT VALUE		120		
SUB FIELD		Engineering and Engineering Trades												
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														
<p>RATIONALE:</p> <p>The Botswana Vision 2036 states that development of the human capital and the informal sector and the micro and small enterprises (MSES) are essential in achieving the VISION 2036 pillars, in particular Sustainable Economic Development and Human and Social Development. Although Botswana has been fortunate to experience unprecedented economic growth since independence, this has not generated enough jobs to reduce unemployment. The most severely hit group amongst the unemployed is the youth, who account for about 51.7% of the total unemployed, with the 15-19 age group most affected (Statistics Botswana 2018).</p> <p>The Botswana Education and Training Sector Strategic Plan (ETSSP 2015-2020) marks a significant milestone in our collective efforts as a nation to bring about a more diversified, knowledge-based economy. Through a planned and careful development of human capital, the ETSSP seeks to refocus</p>														

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our education and training towards fulfilment of social and economic aspirations identified in our Revised National Policy on Education (RNPE)1994, the National Development Plan 11, Vision 2036 and as well as the Millennium Development Goals. In particular, the ETSSP is intended to strengthen the match between qualifications and Labor market requirements, thereby ensuring that education and training outputs are more closely aligned to socio economic development needs of the country.

In line with this strategic goal, the Human Resource Development Council (HRDC 2023/2024) report on top occupations in demand has identified Body shop technicians, denter, panel beater and body repairer as some of the priority skills for wholesaler and retailer sector. It is important to develop this qualification at this level for vertical progression of skilled manpower in Auto Body Repair field as it is amongst the top priority fields in the industry.

PURPOSE: (itemise exit level outcomes)

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

1. Apply metal joining techniques to join automotive body parts
2. Prepare a vehicle for automotive body repair works according to manufacturer specifications
3. Read, interpret and draw Engineering Drawings for specific purpose.
4. Apply Mathematical problem-solving techniques to perform work related calculations.
5. Apply practical entrepreneurial concepts, essential entrepreneurial qualities and current support structures for successful entrepreneurial undertakings.
6. Use ICT for information retrieval and processing as well as communication and collaboration with others.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

- Any qualification equivalent to Certificate III, NCQF level 3 (TVET/GE) is acceptable
- Candidates with prior learning may be considered for admission and or exempted through Recognition of Prior Learning (RPL) policies.

SECTION B

QUALIFICATION SPECIFICATION

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GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Performs common occupational skills according to workshop standards	<p>1.1 Performs safety-related functions to maintain a safe working environment.</p> <p>1.2 Maintains hand and power tools in the workshop environment relevant to vehicle building.</p> <p>1.3 Install and operate safety equipment according to manufacturers' specifications</p>
2. Repairs non-structural outer body panels and related components to the vehicle structure using mechanical fastening	<p>2.1 Perform various repair procedures to metal panels and components following manufacturer's instructions</p> <p>2.2 Apply sealants and anti-corrosion materials conforming to the manufacturer's specification</p> <p>2.3 Perform various repair procedures to plastic and composite panels and components following manufacturer's instructions</p> <p>2.4 Removes and installs non-structural glass from door panels following manufacturer's instructions</p>
3. Carryout joining techniques on vehicle body panels according to job specification	<p>3.1 Prepare for metalwork joining tasks using oxyacetylene.</p> <p>3.2 Apply joining techniques to match the original vehicle components.</p> <p>3.3 Apply principles associated with hot and cold shrinking of stretched areas on mechanical pressure or specialized materials to achieve the same result.</p>
4. Performs refinishing procedures following body repair activities	<p>4.1 Perform surface preparation on a body panel according to recommended procedures.</p> <p>4.2 Apply knowledge on repairing materials according to specification.</p> <p>4.3 Prepare refinishing equipment according to job requirements.</p>

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	<p>4.4 Apply refinishing techniques to meet the required standards.</p> <p>4.5 Performs detailing and cleaning to check compliance to manufacturer's specifications.</p> <p>4.6 Perform quality check to check compliance in accordance with applicable standards.</p>
5. Produce drawings using electronic based technology to manage processes according to task specification.	<p>5.1 Analyze signs, symbols and data according to job specification.</p> <p>5.2 Interpret illustration drawing according to job requirements.</p> <p>5.3 Create a basic 2D drawing using AutoCAD software.</p>
6. Apply Mathematical problem solving techniques to perform work related calculations.	<p>6.1 Determine ratios, proportions and percentages as needed for specific purposes.</p> <p>6.2 Determine the cost of production in relation to labour, materials and overheads in project undertakings.</p> <p>6.3 Carry out the main features of work-related data and use suitable summary statistics (mean, mode and media) to interpret the data.</p>
7. Understand and apply broad practical entrepreneurial concepts, essential entrepreneurial qualities and current policies/support structures for entrepreneurial success in Botswana.	<p>7.1 Examine broad entrepreneurial concepts and contemporary issues and their impact on present day entrepreneurial success.</p> <p>7.2 Conduct a self-assessment in line with identifying necessary qualities for successful entrepreneurship.</p> <p>7.3 Identify business opportunities in a field of interest and select appropriate investment strategies to adopt, considering the associated risks.</p> <p>7.4 Compile documents required for an entrepreneur to establish a company and take advantage of available support structures.</p>

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<p>8. Apply Information and Communication Technology for efficient information retrieval, processing as well as communication and collaboration in the context of the automotive industry.</p>	<p>8.1 Read and analyse data from a prepared database.</p> <p>8.2 Enter and manipulate data using ICT tools.</p> <p>8.3 Display data electronically through charts.</p> <p>8.4 Manipulate and present information through the selection of appropriate spreadsheet tools</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	ICT		10		10
	Entrepreneurship I		10		10
CORE COMPONENT Subjects/Courses/ Modules/Units	Body Construction and metal joining techniques		18		18
	Minor Repair and Fiberglass		30		30
	Engineering Drawing		12		12

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	Engineering Mathematics and Science		8		8
	Work Based Learning		32		32
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	
1.					
Electives					

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
NCQF LEVEL 4	120

Rules of Combination:

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

Candidates are required to achieve a minimum of 120 credits inclusive of 20 credits for fundamentals and 100 credits for core.

Candidates are also required to complete the required period of industrial attachment or work experience and submit associated portfolio of evidence as per stipulated exit outcomes and associated assessment criteria to be eligible for the award of the qualification.

BOTSWANA
Qualifications Authority

ASSESSMENT ARRANGEMENTS

ASSESSMENT

The weightings for the assessment will be as follows:

1. Formative assessment

The weighting of formative assessment is 60% of the final assessment mark.

2. Summative Assessment

The weighting of summative assessment is 40% of the final assessment mark

MODERATION ARRANGEMENTS

Both internal and external assessors are done in-line with the national assessment policy. Assessors and moderators must have valid registration and accreditation with Botswana Qualifications Authority (BQA).

A minimum of Diploma in a relevant field plus evidence of competence in assessment and moderation.

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.

CREDIT ACCUMULATION AND TRANSFER

Credits Accumulated and Transfer will be administered in line with the national and institutional policy.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation

Graduates may progress to qualifications such as:

- Certificate IV in Panel Beating
- Certificate IV in Spray Painting

Vertical Articulation

- Certificate V in Auto body repair and Refinishing.
- Certificate V in Panel Beating
- Certificate V in Spray Painting

Employment Pathways

Holders of this qualification can work as;

- Spare Parts Sales Assistant / Manufacturer's Representative
- Workshop Storekeeper

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- Spare Parts Dealer/ salesperson
- Auto Body Repairer
- Auto Body Refinisher

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated total of 120 credits inclusive of the 20 credits for fundamental 80 credits for core units to be awarded the Certificate IV in Auto body Repair and Refinishing.

Certification

Candidates meeting prescribed requirements will be awarded Certificate in addition to transcript.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Regional: National Certificate: Automotive Body Repair (South Africa)

International: New Zealand Certificate in Automotive Collision Repair (Non-Structural Repairer) New Zealand

Title of Qualification

The title for the developed qualification and those benchmarked from are all focus on automotive repair qualification hence they have similarities. The difference is that the developed qualification has refinishing element as its essential skill that makes auto body repairer to gain wide range of technical skills from repairer to refinishing to produce quality work.

NQF Level

The developed qualification is at NCQF level 4 like New Zealand Certificate in Automotive Collision Repair (Non-Structural Repairer) (NQF Level 4) and Further Education and Training Certificate: Automotive Body Repair NQF Level 4.

Credit Value or Duration (where applicable)

The developed qualification and those benched against all have range at 120 credits – 135 credits.

Main Exit Outcome(s)

All the qualifications are similar as they impart knowledge, skills and competence in auto body repair concepts. Both qualifications address field of communicate skills, analysing problems and provide solutions in an automotive workshop and repair damaged vehicle panels.

Modules

The developed qualification covers the similar fundamentals and core skill with the benchmarked qualifications. The only difference is that the benchmark qualifications use unit standard titles as opposed module titles.

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Assessment strategies and Weightings

The assessment strategies are the same for both developed and benchmarked qualifications as they cover formative, summative and practical assessments.

Qualification rules and minimum Standards for the award of the qualification

The graduate is expected to gain all credit for the qualifications.

Comparability and articulation of the proposed qualification with the ones examined

The developed qualification offers equivalent work and study opportunity as the benchmarked qualifications. On successful completion of this qualification graduates can progress horizontally to Certificate V in Auto body repair and Refinishing, Certificate V in Panel Beating, etc. For Employment pathways graduates can become auto-body repairer, auto-body finisher etc.

REVIEW PERIOD

This qualification shall be reviewed every five years.

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	