

BQA NCQF Qualification Template

DNCQF.FDMD.GD03

Issue No.: 01

SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER			UNIVERSITY OF BOTSWANA											
TITLE	Diploma in Non-Governmental Organization Management										NCQF LEVEL	6		
FIELD	Humanities and Social Sciences			SUB-FIELD	Social and Behavioural Sciences					CREDIT VALUE	240			
New Qualification				✓		Review of Existing Qualification								
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 Diploma in Non-Governmental Management qualification seeks to equip Non-Governmental Management personnel and those seeking employment within the civil society, with cognitive and professional competencies, and skills that will enhance effective and efficient delivery of services to communities, within the SADC region and beyond. NGO Management is recognized as a special professional practice that taps greatly on lifelong learning and sustainability principles. Diploma in Non-Governmental Management is offered by a distance education/learning mode. The qualification is designed primarily for NGO's current and prospective staff members especially those doing management responsibilities and others who wish to develop managerial and leadership skills needed for operations relevant for the management of NGOs. The qualification is also supported by goals 1, 4 and 11 of the United Nations 2015/30 Sustainable Development Goals (SDGs). Through its promotion of lifelong Learning, which spells out the importance of learning from birth to death, the ETSSP advocates for the creation of learning opportunities for all those residing within the country (ETSSP, 2015/20, P.108). The UN SDGs 1, 4 and 11 also advocate for the eradication of poverty, for the promotion of inclusive education and lifelong learning and learning cities throughout the globe.</p> <p>Graduates of this qualification are therefore fit and competent to advance the initiatives expressed in the aforementioned official document at national, regional and international levels.</p>														

PURPOSE:

The purpose of this Diploma qualification is to develop core competencies such as negotiation skills, communication, ICT skills, policy formulation and analysis, capacity building and sustainability, gender awareness, financial management, lifelong learning, supervisory skills, 21st century competencies and life skills, community-based research, participatory approaches and others relevant for them to carry their responsibilities well. These skills are developed within an ambience of specific professional areas of practice like popular education, active community participation and engagement, public training, adult literacy, later life learning, workplace, indigenous learning, entrepreneurial skills training, health issues, etc.

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

- Engage in various community development projects.
- Manage Non-Governmental Organizations.
- Engage in research to enhance the operations and management of a Non-Governmental Organization.
- Use appropriate communication skills for communities with diverse communication and developmental needs.

ENTRY REQUIREMENTS (including access and inclusion)

Entry requirements for admission to the Diploma in NGO Management qualification shall be:

- NCQF Level 5 (or equivalent)
- Entry application through recognition of prior learning (RPL) and credit accumulation and Transfer (CAT) is accessible to all candidates through institutional policies in line with the national RPL & CAT policies is allowable.

SECTION B		QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
1.0 Demonstrate conceptual and foundational understanding of management of NGOs.		1.1 Apply development theories that relate to NGO management. 1.2 Apply philosophies, processes and current trends of NGOs in development. 1.3 Analyze labour relations and how they fit in NGO work 1.4 Demonstrate how the voluntary work plays a role in NGOs work especially in Africa and Botswana in particular.	
2.0 Demonstrate professional, technical communication skills and ethical conduct in the management of NGOs.		2.1 Present argument for the use of participatory approaches in community development. 2.2 Articulate professional ethics that keep NGOs credible. 2.3 Employ types and ladder of participations that can be used to involve communities in community projects and other decision-making platforms. 2.4 Show knowledge of public speaking, presentation and interpersonal communication carried out using principles of adult education.	
3.0 Demonstrate ability to apply problem solving skills in diverse environments.		3.1 Evaluate developmental approaches and processes in terms of use and optimization of participatory approaches for forging strategic partnerships. 3.2 Identify community development challenges and apply appropriate adult education principles and approaches to suggest workable solutions to the problems.	
4.0 Demonstrate competence in critical thinking and analysis related to the management of non-state actors.		4.1 Analyze the role of NGOs as adult educators in promoting rural development. 4.2 Analyze the usefulness of strategies that NGOs can engage as leaders in supervision and management of development projects. 4.3 Analyze the usefulness of participation of NGOs in policy formulation and analysis especially those that relate to community development. 4.4 Evaluate the place of social entrepreneurs in community enterprises and economic projects.	
5.0 Demonstrate ability to engage in research and ICT applications related to NGOs.		5.1 Identify strategies for addressing contemporary development challenges including appropriate use of information technology (ICT). 5.2 Determine appropriate research methods and address an identified social challenge. 5.3 Design and develop practical guidelines for planning and managing community projects. 5.4 Illustrate the fundamental value of integrated approach to community development.	

6.0 Demonstrate ability to generate solutions to problems/challenges in the management of NGOs.	6.1 Develop a plan for capacity building and sustainability of NGOs 6.2 Articulate the importance of fund-raising and financial management skills in NGOs work. 6.3 Analyze the use of adult education in addressing issues/challenges faced by societies. 6.4 Propose strategies to address challenges faced by youth in development
7.0 Demonstrate competences in principles of lifelong learning in relation to the management of NGOs.	7.1 Demonstrate how NGOs can employ the principles of lifelong learning as well as community education strategies in their work. 7.2 Apply principles of lifelong learning in addressing challenges of special groups. 7.3 Promote lifelong learning in the workplace and beyond. 7.4 Assess potentials for lifelong learning and self- direction in different contexts of community development.

SECTION C	QUALIFICATION STRUCTURE				
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [4]	Level [5]	Level [6]	
	Communication and study skills		12		12
	Computing and information skills		12		12
			Sub-Total		24
CORE COMPONENT <i>Subjects/Courses / Modules/Units</i>	Programming in adult learning and education			12	12
	Sociological issues in Community Development & Lifelong Learning			12	12
	HIV/AIDS and Community Home Based Care			12	12
	Basic tender and Contracting Skills in Community Development			12	12
	Community self-help projects			12	12
	Design and Development of Adult Learning and Education Programmes			12	12

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	Theoretical and Practical Approaches to Planning and Managing Community Projects			12	12
	Strategies for Promoting Rural Development			12	12
	Principles of Lifelong learning and Community Development			12	12
	Strategies for building NGOs' capacity for community development			12	12
	Mobilizing and managing funds in NGO context			12	12
	NGOs and community development needs			12	12
	NGOs and community health			12	12
	Trade Unions and NGOs			12	12
	Sub-Total				168
ELECTIVE/ OPTIONAL COMPONENT <i>Subjects/Courses / Modules/Units</i>	Principles and skills for Integrated Projects			12	12
	Lifelong Learning, Vocational education and training			12	12
	Basic issues in workplace learning			12	12
	Supervision in Community Development			12	12
	Psychology and theories of adult learning			12	12
	Introduction to community entrepreneurship			12	12
	Lifelong learning in the 21 st Century			12	12
	Policy in NGO contexts			12	12
	Sub-Total				48

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
5	24
6	216
TOTAL CREDITS	240
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
<ul style="list-style-type: none"> • All fundamental and core courses are compulsory, and students will choose areas of specialization (s) depending on the qualification structure • Fundamental components are allocated 24 credits • Core components are allocated 168 credits • Learners choose only 4 Electives from the list of modules on offer and are allocated 48 credits 	

ASSESSMENT ARRANGEMENTS
<p>All assessments will be done using formative and summative assessment.</p> <ul style="list-style-type: none"> • Formative assessment: weighting of 50% • Summative assessment: weighting of 50% <p>Assessors shall all be accredited and registered with BQA</p>
MODERATION ARRANGEMENTS
<ul style="list-style-type: none"> • There shall be both internal and external moderation in accordance with institutional policies aligned with national policies. • Moderators shall all be registered with BQA
RECOGNITION OF PRIOR LEARNING
<p>There is provision for award of this qualification through RPL in line with institutional and national RPL policies.</p>
CREDIT ACCUMULATION AND TRANSFER
<p>There is provision for award of this qualification through CAT in line with institutional and national CAT policies.</p>
PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)
<p>LEARNING PATHWAYS</p> <p>Horizontal Articulation</p> <ul style="list-style-type: none"> • Diploma in Lifelong Learning , Community Education and Development • Diploma in Community Development • <p>Vertical Articulation (qualifications to which the holder may progress to:</p> <ul style="list-style-type: none"> • Bachelors' Degree in Community Development and related fields • Postgraduate Degree in NGO management • Postgraduate Degree in Adult Education • Master's in Education (Adult education) <p>EMPLOYMENT PATHWAYS</p> <ul style="list-style-type: none"> • Community Activists • Communication Officers • Health Educators • Consumer Educators • Wildlife Educators • Cooperative Educator • Youth Work Coordinators

- Human Resource Development Officers
- Community Project Officers
- NGO founders and managers (local, regional and international)

QUALIFICATION AWARD AND CERTIFICATION

Qualification award

To be awarded a Diploma in Non-Governmental Organisation Management, a student must obtain a minimum of 240 credits.

Certification

Candidates meeting prescribed requirements will be issued an official certificate and transcript.

REGIONAL AND INTERNATIONAL COMPARABILITY

The Mount Kenya University's Diploma in Non-Governmental Organizations is very comprehensive and has similarities with the proposed Diploma in Non-Governmental Organization, in respect of title of qualification, credit value, duration exit outcomes assessment strategies, and employment pathways. However, a notable difference is that the Mount Kenya University qualification can be taken on a regular mode as well as by digital learning mode whereas the proposed Diploma in Non-Governmental Organization Management of University of Botswana would be offered by the distance mode only.

In respect of Advanced Diploma in Community Sector Management of the Equals International Institute, there is discernible similarity in areas as exit outcomes, employment pathways and domains covered. The proposed Diploma in Non-Governmental Organization Management would have a duration of 4 semesters with a credit value of 240 whereas the Advanced Diploma in Community Sector Management has a duration of 2 semesters with a credit value of 156. There is also variation in the title of qualification even though the two qualifications are similar and share the same purpose.

The proposed qualification generally compares favorably with the compared qualifications since the exit outcomes articulate and share same intent and target.

REVIEW PERIOD

The qualification shall be reviewed every 5 years.