

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER (S)		Botswana Open University and Institute of Development Management												
TITLE	Diploma in Human Resource Management										NCQF LEVEL	6		
FIELD	Business, Commerce and Management Studies			SUB-FIELD		Management Studies			CREDIT VALUE		360			
New Qualification					<input checked="" type="checkbox"/>		Review of Existing Qualification							
SUB-FRAMEWORK		General Education			<input type="checkbox"/>		TVET			<input type="checkbox"/>		Higher Education		<input checked="" type="checkbox"/>
QUALIFICATION TYPE	Certificate	I	II	III	IV	V	Diploma	<input checked="" type="checkbox"/>	Bachelor					
	Bachelor Honours			Post Graduate Certificate			Post Graduate Diploma							
	Masters					Doctorate/ PhD								
RATIONALE AND PURPOSE OF THE QUALIFICATION														
<p>RATIONALE:</p> <p>The HRDC Interim Sector Skills in Demand (2016) has outlined the skills that are currently needed in the various industries and for Business sector, Business services administration Skills are among the top priority. Human Resource Management form part of any organization and therefore this qualification should be developed and run to help close the demand gap in such skills. According to NDP 11, there is need for a comprehensive Education and Training Sector Strategic Plan (ETSSP) in order to promote quality in Botswana's education and training system. NDP 11 aims to improve labour productivity in the Government sector and the argument is that efficiency in the public sector can only be realized through development of human resource management policies, systems, processes, right sizing, capacity building, developing of retention strategies among others. All these can be developed if the country has sufficient skilled Human resource personnel to perform the above mentioned tasks.</p>														

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Further, NDP 11 advises that talent management strategy remains critical to building and retaining the right competences within the public sector. The plan is to develop Human resource that can effectively support innovation, forecast demand and supply of the workforce, utilize HR information system, robust monitoring framework as a tool for the public service to evaluate the implementation of human resources management strategies among others. This qualification comes in handy to train personnel with skills to perform the tasks mentioned.

The institution carried out a needs assessment in a number of organisations and among potential and existing learners to find out if the qualification was relevant in Botswana. The findings revealed that Human resource Management qualification was considered relevant because it produces graduates with relevant skills required across industries in Botswana. These skills align with the NDP 11 aims, as far as education is concerned.

PURPOSE:

The purpose of the Diploma in Human Resource Management is to develop graduates with knowledge, skills and competences to;

- Implement human resource policies.
- Support workforce demand and supply activities at the workplace.
- Prepare interview, and appraisal material for employees,
- Communicate effectively at the workplace.
- Support the strategic human resource in the organization

ENTRY REQUIREMENTS (including access and inclusion)

To be admitted into the qualification, a candidate must have met one of the following requirements:

- Certificate at NCQF Level IV / BGCSE or equivalent
- Certificate in Human resource Management or any other relevant certificate V, NCQF level 5 may be granted admission through Recognition of Prior Learning

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1.1 Apply best human resource management practices in an organisation	<p>1.1.1 Promote the best human resource management practices in an organisation.</p> <p>1.1.2 Develop employment policies that comply with the relevant</p> <p>1.1.3 Co-ordinate the management of the core processes related to human resources management and practices.</p> <p>1.1.4 Monitor legislative requirements and organisational policies and procedures in performing Human Resource functions</p>
1.2 Communicate effectively, through various means, with various stakeholders	<p>1.2.1 Implement a communication strategy within the organisation</p> <p>1.2.2 .Conduct effective communication according to organisational practices and standards.</p> <p>1.2.3 Conduct meetings according to organisational practices and standards.</p> <p>1.2.4 Manage information management system according to business process requirements.</p>
1.3: Demonstrate knowledge of conducting staff training and orientation.	<p>1.3.1 Draw up training and developmental plans according to individual and organisational developmental requirements.</p> <p>1.3.2 Evaluate training and development interventions against set goals</p>
1.4 Demonstrate knowledge of financial information in a business context	<p>1.4.1 Apply accounting procedures and principles for effective financial management</p> <p>1.4.2 Interpret financial statements, showing evidence of sound principles and judgement.</p> <p>1.4.3 Analyse real life situations to determine the correct financing structure of a business</p>

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<p>1.5 Apply effective human resources practices within a workplace.</p>	<p>1.5.1 Conduct recruitment and selection process according to the relevant legislation and practices.</p> <p>1.5.2 Draw employee contracts which are compliant with the relevant national legislation and policy.</p> <p>1.5.3 Design compensation and rewards packages for employees according to employee agreements, organisational requirements and national policy.</p> <p>1.5.4 Implement an organisational performance management system.</p>
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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [5]	Level [6]	Level [7]	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Principles of Management	15			
	Business Communication	15			
	Basic Computing Skills	15			
	Principles of Marketing	15			
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Economics I		15		
	Business Information Systems		15		
	Human Resource Management		20		
	Human Resource Development		20		
	Employment Law		20		
	Compensation and Reward Systems		20		
	Labour Relations		15		
	Occupational Health Safety		15		

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	Strategic Human Resource Management		20		
	Human resource Planning			20	
	Performance Management			20	
	Financial Management			20	
	Research Methods		80		
ELECTIVE/ OPTIONAL COMPONENT Subjects/Courses/ Modules/Units	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
5	60
6	240
7	60
TOTAL CREDITS	360
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
<p>In order to successfully complete the qualification the learner must:</p> <ul style="list-style-type: none"> Complete all 4 fundamental courses: 60 credits Complete all 13 core courses: 300 credits <p>The total credits combined for this qualification is 360</p>	

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ASSESSMENT ARRANGEMENTS

All assessments and moderation should be administered by BQA accredited assessors and moderators.

Summative assessment:

Integrated assessment, focusing on the achievement of the exit-level outcomes, will be done by means of a written examination at the end of every module.

Assessment weightings:

A learner passes a module if he/she obtains a final mark of 50% or more in the course. The final mark will consist of the formative assessments (70%) and the summative assessment will constitute (30%) of the total grade per course. The final mark for the qualification is calculated by averaging the marks obtained in the various modules

MODERATION ARRANGEMENTS

Both internal and external moderation will be done in accordance with the moderation policy of the institution.

RECOGNITION OF PRIOR LEARNING

There will be provision for recognition of prior learning whether such learning has been gained through formal study, through workplace learning, or through any other informal means for the purposes of exemption.

CREDIT ACCUMULATION AND TRANSFER

There will be provision for Credit Accumulation and Transfer (CAT) as long as those credits are earned from a recognized EPT.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Vertical:

- Bachelor of Business Administration: Industrial Relations Level 7.
- Bachelor of Commerce: Human Resource Management Level 7.
- Bachelor of Social Science: Human Resources Management, Level 7.
- Bachelor of Business Administration, Level 7.

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Horizontal:

The qualification is commensurate with qualifications such as:

- Diploma in Business Management, Level 6
- Diploma in Entrepreneurship Level 6

Employment Pathway

The qualification will produce graduates suitable for positions as:

- Human Resources Consultant
- Human Resources Advisor
- Human Resources Coordinator
- Human capital officer.
- Training coordinator.
- Payroll Officer.

QUALIFICATION AWARD AND CERTIFICATION

Upon successfully passing all modules, a learner will be awarded Diploma in Human Resource Management in accordance with standards prescribed for the award of the qualification and applicable policies

REGIONAL AND INTERNATIONAL COMPARABILITY

The qualification was benchmarked with a similar qualifications offered by Mangosuthu University of Technology (South Africa), UNISA (South Africa) and Ashton College, Canada.

Similarities:

- The qualification has similarities with Diploma in Human resource Management offered by Mangosuthu University of Technology (South Africa). The two qualifications have similar titles, same number of credits and same levels of qualifications, and learning outcomes. There are some similar modules such as Human Resource Management, Human Resource Development and Training and Development.
- The qualification has similar qualification title-Diploma in Human Resource Management offered by Ashton College, Canada. The other similarity among the two is that all courses offered are compulsory; there are no electives.
- The similarities between this qualification and Diploma in Human Resource Management offered by University of South Africa (UNISA) is the qualification title, number of credits and that they are both level 6 qualifications. The other similarity is that both qualifications are offered using both online and distance learning modes

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Differences:

- The qualification has differences with Diploma in Human Resource Management offered by University of South Africa (UNISA) in the way the modules are packaged. The UNISA qualification has Pre-requisites and co-requisites modules for some modules, whereas the proposed qualification has no such. The other notable difference between the two qualifications is that UNISA qualification has modules such as Project management, organizational psychology and personality in work context that are not offered in the proposed qualification.
- Mangosuthu University of Technology (South Africa)- The assessment strategies for Mangosuthu university qualification is group work with 30% weighting, whereas the proposed qualification has no group work as an assessment strategy.

REVIEW PERIOD

The qualification is scheduled for review every 5 years.