

	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 Accountancy College											
TITLE	Post Graduate Diploma in Supervisory Management										NCQF LEVEL	8	
FIELD	Business, Commerce and Management Studies.			SUB-FIELD	Supervisory Management					CREDIT VALUE	1 3 0		
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	<input type="checkbox"/>	II	<input type="checkbox"/>	III	<input type="checkbox"/>	IV	<input type="checkbox"/>	V	<input type="checkbox"/>	Diploma	Bachelor
	Bachelor Honours			<input type="checkbox"/>	Post Graduate Certificate					<input type="checkbox"/>	Post Graduate Diploma		<input checked="" type="checkbox"/>
	Masters							<input type="checkbox"/>	Doctorate/ PhD				
RATIONALE AND PURPOSE OF THE QUALIFICATION													
<p>RATIONALE:</p> <p>The Human Resource Development Council (HRDC) had published a catalogue of “Priority occupations List” in 2017. The report highlights the significant points that there a chronic mismatch between the skills that are in demand versus the skills that are supplied. This is true for critical areas such as business management and leadership. The skills of leadership and management have been identified as critical areas where development</p>													

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is required to ensure that the level of good governance, sustainability and performance is raised in organisations across the country (HRDC, Priority Occupation list, pg 17 2017). Several government recommendations have also emphasized the need to develop leadership and management skills of employees to function effectively in the 21st Century (Government Paper No 37 of 2008; Tertiary Education Policy, 2008). Botswana Vision 2036, under education and skill development, state that the Botswana society will be knowledgeable with relevant education that is outcome based. All these policy papers clearly emphasize the importance of management and leadership skills development.

In a recent needs' analysis survey, the relevance and demand for a qualification in management development have been emphasised. About 85.2 % of the respondents in the survey indicated that the qualification is relevant to the human resources needs in Botswana (BAC Needs Assessment, 2019).

The Postgraduate Diploma in Supervisory Management qualification has been designed to respond to the various skills needs that have been reported by the industry sector. The qualification provides current and prospective supervisor and leaders with a professional qualification that serve as the next criterion to the management and leadership level. This kind of professional qualification is in alignment with the job profile of leaders and senior managers in the public and private sector. According to Drucker (1954) "An institution that cannot produce its own managers will die. From an overall point of view the ability of an institution to produce managers is more important than its ability to produce goods efficiently and cheaply".

PURPOSE: The qualification aims to empower emerging and practicing senior m

The purpose of this qualification is to develop graduates with highly specialised knowledge, skills, and competences to be able to:


- Motivate supervisees to deliver on organisational objectives.
- Coach and mentor supervisees for optimum performance.
- Set up conducive work environment through effective conflict management.
- Empower team members through effective delegation of meaningful work.


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ENTRY REQUIREMENTS (including access and inclusion)

Entry into the qualification will be through:


1. A Bachelor's degree in Management or related field at NCQF Level 7 or equivalent.
2. Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) shall be applicable for admission into the qualification in accordance with institutional and national policies on RPL and CAT.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>1. Apply supervisory skills in an organisational environment.</p> 	<p>1.1 Demonstrate knowledge of various theories of supervision in handling issues of management.</p> <p>1.2 Apply key concepts and principles of supervision in management contexts.</p> <p>1.3 Apply personal and practical skills used in supervision of supervisees.</p> <p>1.4 Apply supervisory skills in ensuring a safe and healthy environment.</p> <p>1.5 Apply leadership and management skills and knowledge as supervisor and team leader.</p> <p>1.6 Create strategies for effective supervision.</p>
<p>2. Execute motivation strategies in the workplace.</p>	<p>2.1 Apply the theories of motivation in the workplace environment.</p> <p>2.2 Implement a long-term plan to sustain motivational techniques applied in the workplace.</p> <p>2.3 Evaluate the success of a chosen motivational technique and make changes where required.</p> <p>2.4 Identify individual staff intrinsic and extrinsic motivations and align to organisational goals.</p>

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<p>3. Execute effective delegation as a supervisor in an organisation.</p>	<p>3.1 Delegate tasks for team empowerment professional development, and effective delivery of services in an organisation.</p> <p>3.2 Apply appropriate techniques to guide and monitor delegated tasks.</p> <p>3.3 Evaluate delegation strategies.</p>
<p>4. Apply specialised knowledge of research when planning and conducting management related research.</p>	<p>4.1 Plan and execute business research.</p> <p>4.2 Conduct effective data analysis for research.</p> <p>4.3 Interpret data collected in business research.</p> <p>4.4 Apply specialized knowledge to undertake research.</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 [7]	Level [8]	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Theory and Practice of Supervision		10		10
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Motivating people through empowerment			20	20
	Coaching and mentoring			20	20
	Effective Communication for Supervisors			20	20
	Conflict Management and Resolution			20	20
	Delegation			20	20
	Supervisory Research Dissertation			20	20


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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
7	10
8	120
TOTAL CREDITS	130
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	

Fundamental Component = 10 credits

Core Component = 120 credits

Total Credits = 130 credits.

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ASSESSMENT ARRANGEMENTS

Both formative and summative assessment form part of the qualification assessment methods. The assessment components and weighting in this qualification is 100% coursework. All assessment processes shall be conducted by assessors who are registered and accredited by Botswana Qualifications Authority, in line with institutional and national policies on assessment.

MODERATION ARRANGEMENTS

There will be internal and external moderation for the qualification. Assessors and moderators must be BQA registered and accredited. Both internal and external moderation will be done in-line with the institutional and national moderation policies.

RECOGNITION OF PRIOR LEARNING

There shall provision for the award of the qualification through Recognition of Prior Learning (RPL) in line with the institutional and national policies on RPL.

CREDIT ACCUMULATION AND TRANSFER

There shall provision for the award of the qualification through Credit Accumulation and Transfer (CAT) in line with the institutional and national policies on CAT.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal progression

Learners can articulate horizontally to qualifications at NCQF Level 8 such as:

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Bachelor of Business Management (Honours).

Bachelor of Accounting (Honours), or in any cognate field.

Vertical progression

Can articulate vertically into qualifications at NCQF Level 9 such as:

- Master of Business Administration (MBA)
- Master of Business Management or cognate field.

Employment pathway

The graduate may join mainstream management jobs as.

- Supervisor
- Assistant Manager
- Manager

QUALIFICATION AWARD AND CERTIFICATION

Learners meeting prescribed minimum requirements of 130 credits will be awarded the qualification in accordance with standards prescribed for the award.

The learner shall be issued with a Certificate in Postgraduate Diploma in Supervisory Management.

REGIONAL AND INTERNATIONAL COMPARABILITY

Benchmarking was done with two qualifications in regional institutions, Supervisory Development qualification worth 150 credits offered by Nelson Mandela University in South Africa and the University of Stellenbosch and one overseas, Postgraduate Diploma in Professional Supervision worth 120 credits and offered by the University of Auckland.

The benchmarked qualifications are similar in several modules such as motivation, coaching, supervision, research element and conflict resolution.

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Notable differences include: two of the benchmarked qualifications having core and elective modules, one qualification having a module in basic financial principles and another qualification having high leadership content.

REVIEW PERIOD

The qualification will be reviewed every 5 years.

