

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)				Department of Teacher Training and Technical Education									
TITLE		Diploma in Culinary Arts						NCQF LEVEL		6			
STRANDS (where applicable)		N/A											
FIELD		Services						CREDIT VALUE		369			
SUB FIELD		Personal Services											
New Qualification				Legacy Qualification				Renewal Qualification		✓			
								Registration Code		Q 0157			
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													
RATIONALE: Diploma in Culinary arts was previously offered as a legacy programme. The NCQF based Diploma in Culinary Arts was first registered in March 2021. The transition to the Learning programme based on the NCQF registered qualification could not start due to delays in validation of the learning programme based on the registered qualification. As a result, the registered qualification did not have enrolled learners or graduates at the time of expiry in March 2026. However, Culinary Arts remains relevant hence the inclusion in the HRDC top priority occupation report of 2023 up to 2025 though at professional level of Bachelor. The registration of this qualification will help with vertical articulation into the professional qualifications as an entry qualification for those who have Diploma in Culinary Arts while serving the Tourism and Hospitality Industry with the necessary Culinary Arts skills of designing menus, creating dishes and overseeing planning, organisation, preparation and cooking of meals in hotels, restaurants and other eating places including private households.													

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The Botswana Technical and Vocational Education and Training (TVET) system is currently positioned as a strategic enabler for economic transformation, particularly within the Tourism Sector as the Government seeks to diversify the economy away from diamonds.

The introduction and continuation of offering of a Diploma in Culinary Arts at Level 6 is not merely an academic expansion, it is a direct policy intervention required by the 2025 HRDC findings. It addresses the specific shortage of high-value, managerial culinary professionals, supports the localization of executive roles, and aligns perfectly with the national strategy to create world-class tourism hubs in Botswana.

PURPOSE: (itemise exit level outcomes)

The purpose of the qualification is to produce graduates with advanced knowledge, skills, and competence to:

1. Prepare, cook and finish of a variety of dishes using the correct methods and techniques.
2. Organise food production areas, commodities, staff and environment for the execution of culinary services and manage Health and Safety guidelines for cleanliness.
3. Manage teams to meet customer expectations and organisational objectives.
4. Communicate clearly with customers and culinary teams.
5. Organise and manage finances and keep accurate records according to organisational requirements.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Minimum entry requirement for this qualification is:

Certificate IV, NCQF level 4 (General Education or TVET) or equivalent

Recognition of Prior Learning (RPL):

There will be access through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) in accordance with ETP Policies.

(Note: Please use Arial 11 font for completing the template)

SECTION B

QUALIFICATION SPECIFICATION

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GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Prepare food items using professional kitchen Techniques (garde manger, hot kitchen and Bakery) using a range of food commodities.	1.1 Prepare a range cold kitchen food items such as salads and cold meats as per set menus. 1.2 Prepare arrange of hot kitchen food items such as meats, starches, vegetables and soups. 1.3 Prepare a range of baked goods such as breads, biscuits and pastry 1.4 Prepare plate presentations and garnishes
2. Select and utilise different food commodities in line with food production techniques.	2.1 Select a variety of food items for use in hot, cold and bakery kitchens. 2.2 Classify, pick and use fruits, vegetables, pulses and cereals to come up with dish items. 2.3. Classify, pick and use meat, poultry and offals to complement cereals, fruits, vegetables and pulses in meal preparation. 2.4 Classify, pick and use fish and shellfish to produce food items 2.5 Classify, pick and use milk, dairy products and eggs in meal preparation. 2.6 Classify, pick and use fats, oils, sugars, vinegar, spices, fresh and dried herbs, aromatics and colourings to enhance and add flavour to food
3. Manage stock in a hospitality environment by using key systems to produce variance reports	3.1 Apply stock control procedures to effectively order, receive and store goods. 3.2 Carry out procedures such as First In First Out (FIFO) and First In Last Out (FILO) for the care and control of stock in the hospitality industry. 3.3 Observe manufacturing dates, use by dates and expiry dates when ordering and replenishing stock.
4. Apply the principles of nutrition in relation to the maintenance of good health through different nutrients in a balanced diet	4.1 Prepare a balanced diet in relation to good health 4.2 Calculate the nutrition value of a given menu 4.3 Present the calculations with explanations to

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	explain dietary needs.
5. Practice proper health, safety, and sanitation practices in line I with occupational health and safety standards.	5.1 Ensure a safe and secure environment for guests and staff by adhering guidelines and regulations relating to safety, hygiene and sanitation in the workplace 5.2 Apply routine kitchen equipment and hand tools checks effectively and in accordance with health and safety protocols. 5.3 Follow the appropriate safety procedures in the event of a fire in a kitchen set up to minimise risk.
6. Resolve customer queries professionally through effective communication.	6.1 Listen actively to the customer query taking notes to extract facts. 6.2 Empathise with the customer to acknowledge their frustration. 6.3 Offer a prompt genuine apology to the customer. 6.4 Gather necessary information and collaborate with the customer to find an amicable solution 6.5 Execute the agreed solution without delay 6.6 Provide feedback to the customer to ensure customer satisfaction.
7. Determine the relationship between sales, costs, and the effect of control procedures on profit and loss.	7.1 Regulate elements of cost and sales in a set menu operations 7.2 Relate the cost elements to sales in a set menu 7.3 Explain the effect of changes in sales and costs of a trading session to the management of the establishment 7.4 Plan, cost and price various menus to be used in the establishment to target different customer needs, to ensure profitability and cover overheads. 7.5 Use point of sale in a trading session to determine the entry price, set baseline for profit and loss calculation and to timestamp the transaction for reporting and compliance.
8. Serve food and beverages in hospitality set up	8.1 Provide food and beverage service styles such as

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showing appropriate service styles for different occasions.	buffet, plated, room service and self- service within the food production kitchen. 8.2 Operate equipment safely and correctly for the service food items. 8.3 Prepare service areas such as buffet points.
9. Supervise the Kitchen Brigade (Sous Chefs, Kitchen Hands, Cooks) in undertaking activities in different sections when leading a food production kitchen	9.1 Prepare supervisory plans for the workflow. 9.2 Communicate with the Kitchen Brigade effectively to clarify expectations as per the work plan. 9.3 Coordinate the preparation of a variety of dishes in the kitchen 9.4 Operate a food production kitchen in line within plans and set standards
10. Apply the methods of food preservation to avoid of food spoilage.	10.1 Practice safe food handling to prevent the causes of food contamination 10.2 Preserve food using a variety of food preservation methods such as canning, drying and pickling. 10.3 Observe food manufacturer food storage instructions to avoid food spoilage.
11. Facilitate training for culinary staff in a hospitality setup	11.1 Identify training needs for the training activity. 11.2 Produce a plan for the training activity. 11.3 Implement the training activity according to the plan . 11.4 Evaluate the training activity for future use in other training activities.
12. Plan for a variety of events for all occasions in a Hospitality set up	12.1 Conduct research on the concepts of managing an event. 12.2 Plan for an event according to customer expectations. 12.3 Implement the operational plan for an event. 12.4 Evaluate the effectiveness of the operational plan of the event.

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13. Produce menus and match with beverages to meet gastronomic expectations of customers	13.1 Match suitable beverages to a variety of dishes. 13.2 Customise a menu package with suitable accompanying beverages to satisfy a range of customer expectations . 13.3 Rate the satisfaction of customers given their gastronomic expectations. 13.4 Produce a menu card for different occasions.
14. Demonstrate the management and use of accounting systems as a means of improving the financial performance of a hospitality outlet.	14.1 Use an accounting package to produce final accounts in accordance with standard practice. 14.2 Prepare a cash budget for a hospitality operation. 14.3 Reconcile budgeted and actual net profit statement using variance analysis to improve performance. 14.4 Employ various pricing methods for a hospitality operation.
15. Market and sell culinary products and services in a Hospitality set up.	15.1 Develop a marketing plan for product and services to promote sales. 15.2 Present products and services in an appealing to Manner to customers. 15.3 Present a sales pitch for a product using selling techniques. 15.4 Present product and services along market segmentation to provide appropriate service to customers. 15.5 Apply strategies to achieve competitive advantage.
16. Produce a report on culinary services in a hospitality setup.	16.1 Design a data collection tool for primary data collection for the report. 16.2 Review secondary data relating to the objectives of the report. 16.3 Compile a report for evaluation purposes. 16.4 Present a report to management for future.

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improvements of services offered

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SECTION C	QUALIFICATION STRUCTURE			
COMPONENT	TITLE	Credits Per Relevant NCQF Level		Total Credits
		Level [5]	Level [6]	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Communication Skills	8		8
	Entrepreneurship – Planning for a Business	8		8
	Occupational Health and Safety	6		6
	Introduction to Computing		8	8
	Project Management Essentials		10	10
TOTAL				40
CORE COMPONENT Subjects/Courses/ Modules/Units	Introduction to Hospitality Industry	12		12
	Food Commodity Studies	12		12
	Control of Sales and Costs	9		9
	Food Production	15		15
	Food and Beverage Service Skills	15		15
	Menu Planning Essentials	12		12
TOTAL				75
	Food and Environmental Hygiene		12	12
	Research Methodology Essentials		8	8
	Kitchen Activities Management		15	15

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	Food Production - Bakery		23	23
	Training Skills for Hospitality		10	10
	Food Production - Cold Kitchen		23	23
	Food Production - Hot Kitchen		23	23
	Hospitality Accounting		10	10
	Tourism and Hospitality Supervisory Skills		10	10
	Customer Service Excellence		10	10
	Industrial Placement		60	60
	Integrated Research Project		30	30
TOTAL				234
Electives	Marketing Essentials		10	10
	Selling Skills		10	10
	Events management		10	10
	Gastronomy		10	10
	TOTAL			40

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
Level 5	97
Level 6	272
TOTAL CREDITS	369

Rules of Combination:

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

The rules of combination for this qualification are defined below and cover the minimum and maximum credit values required to be accumulated, along with details of any mandatory units.

Fundamentals	Level 5	22 Credits
Fundamentals	Level 6	18 Credits
Core	Level 5	75 Credits
Core	Level 6	234 Credits
Electives	Level 6	20 Credits
Total		369 Credits

- The Fundamental Component consists of **40 credits** all of which are compulsory
- The Core Component consists of **309 credits** all of which are compulsory
- The Elective Component consists of **4 modules** of which a candidate is to choose **2 modules** worth **20 credits**

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ASSESSMENT ARRANGEMENTS

FORMATIVE ASSESSMENT (60%)

Formative assessment or continuous assessment contributing towards the award of credits should be based on module (unit) outcomes.

The contribution of formative assessment to the final grade shall be 60%.

SUMMATIVE ASSESSMENT (40%)

Candidates may undergo assessment including written and practical examinations or projects. The final assessment for each module (unit) contributes 40% of the final mark for that module.

The assessment shall be carried out by BQA registered and accredited Assessors with a minimum of Bachelor Degree in Culinary Arts or related field.

MODERATION ARRANGEMENTS

Internal and external moderators to be engaged will be BQA accredited subject specialists in relevant fields with relevant industry experience and academic qualifications with a minimum of Bachelor Degree in Culinary Arts or related field.

Both internal and external moderation shall be done in accordance with applicable policies and regulations.

RECOGNITION OF PRIOR LEARNING

There shall be provision for the award of the qualification through Recognition of Prior Learning (RPL) in accordance with institutional policies in line with the National RPL Policy.

CREDIT ACCUMULATION AND TRANSFER

There shall be provision of awarding this qualification through Credit Accumulation and Transfer (CAT) means according to the Education and Training Provider (ETP)'s CAT policy which is aligned to BQA

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation (qualifications to which this qualification are equivalent)

- Diploma in Food Preparation
- Diploma in Professional Cookery
- Diploma in Professional Chefs (Kitchen and Ladder)
- Diploma in Professional Chefs (Patisserie and Confectionery)

Vertical Articulation (qualifications to which the holder may progress to:

- Bachelor of Arts in Culinary Arts
- Bachelor of Science in Food Technology

EMPLOYMENT PATHWAYS

- Food Preparation Supervisor
- Food Craft Stylist
- Sous Chef

QUALIFICATION AWARD AND CERTIFICATION

For a Candidate to achieve this qualification they must have acquired a minimum of 369 credits. The Candidate should pass all the CORE, FUNDAMENTAL and 2 ELECTIVES modules.

Certification

A **Diploma in Culinary Arts** will be awarded to a candidate upon completion of the qualification in accordance with applicable policies. A certificate and transcript will be issued at award

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification has been benchmarked against similar Regional and International Qualifications. The comparisons are as detailed in the table below:

The reviewed qualification was benchmarked regionally against the Diploma in Culinary Arts offered by University of Mpumalanga, South Africa and internationally against Diploma in Culinary Arts offered by Lincoln University College, Malaysia and the summary is as follows:

Title:

The developed qualification bear the same name as the benchmarked qualifications - Diploma in Culinary Arts

NQF Level:

The developed qualification is pitched to NCQF Level 6 same as the South African qualification which is also at NQF Level 6. The Malaysian qualification is pitched at MQF Level 4.

Credits:

The developed qualification has 369 credits as compared to the 360 credits of the South African qualification. They both have 1 credit amounting to an equivalent of 10 notional hours. Malaysian qualification is slightly different and has 90 credits with 1 credit amounting to 40 notional hours.

The difference in the credits is due to the allocation of the NQF notional hours of the Qualifications even though the all lead to a Diploma.

Exit Level Outcomes:

The outcomes for the developed qualification and the benchmarked qualification hinged around culinary arts principles of food preparation and techniques to produce a variety of dishes in a cold kitchen (Garde mange), hot and bakery kitchens while observing health and Safety rules in the kitchen.

Modules:

Main modules are the same in that they are centred around cold hot and bakery kitchens which form core modules of culinary arts. The Qualifications also have similar fundamental modules that complement the core modules such as Entrepreneurship. They also have core modules which are compulsory and all have a module of Work Experience even though they are named differently (Work Simulated, Industrial Attachment and Industrial Training)

The main difference in modules is that the developed qualification has elective modules while the benchmarked qualifications both don't have elective modules

Assessment Weightings:

The weightings of the developed qualification and the benchmarked qualifications are similar in that they all have Formative Assessment in a form of continuous assessments (CA) at 60% and Summative assessment in a form of final written examinations at 40% of the final weightings. Formative includes practical kitchen evaluations, theory tests, portfolios, and assignments.

Rules of Combination:

The qualification consists of fundamental, core and elective modules which form part of the credits to be attained while the benchmarked qualifications only have core modules which are to be attained.

Education and employment pathways:

Horizontal Articulation:

The developed qualification articulates into Diploma qualification in the Culinary related fields such as Diploma in Professional Cookery and

Vertical Articulation:

The developed qualification articulates into Advanced Diploma and Bachelor qualifications such as Advanced Diploma in Hospitality and Professional Cookery Bachelor of Science in Consumer Science in Hospitality and Tourism

Employment:

Both the benchmarked qualifications and the developed qualification produce professionals who are to work in the field of food preparation such as Sous Chefs, Head Chefs and Food Stylists

REVIEW PERIOD

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The qualification will be reviewed every five (5) years

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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	

BOTSWANA
Qualifications Authority