

BQA NCQF QUALIFICATION TEMPLATE

SECTION A:		QUALIFICATION DETAILS											
QUALIFICATION DEVELOPER (S)		Madirelo Training and Testing Centre											
TITLE	Certificate III in Carpentry and Joinery								NCQF LEVEL		3		
STRANDS (where applicable)	N/A												
FIELD	Physical Planning and Construction								CREDIT VALUE		120		
SUB FIELD	Building construction												
New Qualification				Legacy Qualification				Renewal Qualification		✓			
								Registration Code		Q0304			
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:

The reviewed Certificate III in Carpentry and Joinery reflects a strategic response to evolving workforce demands highlighted in the Human Resource Development Council priority skills report March 2025. The report emphasized the need for vocational qualifications that are competency-based, internationally benchmarked, and responsive to industry skills shortages. Carpentry and joinery were identified as critical trades underpinning construction, housing, and infrastructure development, requiring alignment with global occupational standards to ensure mobility and recognition.

The rationale for the review is grounded in three key imperatives: quality assurance, international comparability, and workforce readiness. By mapping the qualification against the International Standard Classification of Occupations (ISCO-08), specifically Unit Group 7115 (Carpenters and Joiners), the program ensures that graduates meet globally recognized occupational descriptors. ISCO-08 defines carpenters and joiners as workers, who construct, assemble, install, and repair wooden structures, fittings, and furniture. The reviewed Certificate III embeds these competencies, ensuring graduates can perform tasks such as interpreting technical drawings, applying trade mathematics, dismantling and assembling components, and executing finishing procedures to industry standards.

The HRDC 2025 Report further highlighted the importance of occupational health and safety, digital literacy, and communication skills as cross-cutting competencies. These have been integrated into the revised framework as fundamental modules, ensuring artisans not only master technical skills but also operate safely, communicate effectively with clients, and apply computer concepts to solve real-world problems.

The qualification's rationale also emphasizes regional and international articulation. By aligning with ISCO-08 and comparable qualifications in South Africa (Occupational Certificate: Carpenter, NQF Level 3) and Australia (Certificate III in Carpentry, AQF Level 3), the reviewed program supports learner mobility, recognition of prior learning, and pathways into higher qualifications such as construction management diplomas.

In conclusion, the reviewed Certificate III in Carpentry and Joinery is designed to produce competent, adaptable, and globally recognized semi artisans. It addresses national workforce priorities identified by HRDC, aligns with international occupational standards under ISCO-08, and ensures graduates are

equipped with both technical and transversal skills to thrive in construction and related industries.

PURPOSE:

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

1. Interpret basic technical drawings and work instructions to carry out assigned carpentry and joinery tasks accurately in familiar contexts.
2. Produce and assemble basic carpentry and joinery components using standard methods and materials under supervision.
3. Apply finishing and surface treatment techniques to achieve acceptable quality standards.
4. Apply occupational health, safety, and environmental practices to maintain a safe working environment in carpentry and joinery operations.
5. Apply communication principles and computer concepts to support effective task execution and problem-solving in the workplace

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Minimum entry requirement for this qualification is a:

- Certificate II, NCQF Level 2 or equivalent.
- There shall be access in inclusion through Credit Accumulation Transfer and Recognition Prior Learning in line with ETP policies

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Prepare construction materials and tools to perform routine tasks in accordance with job requirements, technical specifications, and workplace safety procedures.	1.1 Identify and select appropriate construction materials and tools according to job specifications. 1.2 Inspect materials and tools for quality, defects, and usability before use. 1.3 Apply correct handling and safe use of tools in accordance with workplace safety procedures. 1.4 Prepare and organise work area to ensure efficiency and compliance with safety standards. 1.5 Maintain tools and equipment through cleaning and basic maintenance after use.
2. Interpret drawings in accordance with design specifications to ensure compliance with job requirements and industry standards.	2.1 Read and identify symbols, scales, and conventions used in technical drawings. 2.2 Interpret architectural and construction drawings accurately to determine job requirements. 2.3 Extract dimensions and specifications required for task execution. 2.4 Translate drawing information into practical work instructions. 2.5 Confirm interpretation accuracy through verification with job specifications or supervisor instructions.
3. Perform structural carpentry tasks following technical drawings and industry standards.	3.1 Select appropriate carpentry tools, materials, and equipment for structural tasks. 3.2 Mark out and measure timber and components according to drawings.

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	3.3 Cut, shape, and assemble structural carpentry components in accordance with specifications. 3.4 Apply correct joining and fastening techniques to ensure structural integrity. 3.5 Perform quality checks to ensure accuracy, alignment, and compliance with standards.
4. Perform installations with job specifications and safety requirements..	4.1 Prepare installation site in accordance with safety and job requirements. 4.2 Apply occupational health and safety procedures throughout installation tasks. 4.3 Install carpentry components according to drawings and technical specifications. 4.4 Use appropriate tools and techniques to ensure correct alignment and secure fitting. 4.5 Inspect completed installations and correct defects where necessary.
5. Perform different mathematical calculations to support carpentry and joinery tasks.	5.1 Perform basic arithmetic operations to determine material quantities. 5.2 Apply measurement and conversion techniques. 5.3 Calculate area, volume, and length required for construction tasks. 5.4 Apply scaling techniques when interpreting drawings. 5.5 Use calculations to support accurate cutting, joining, and material estimation.
6. Apply communicational fundamental principles and processes to facilitate accurate information exchange in the workplace	6.1 Communicate effectively using appropriate verbal, non-verbal, and digital communication methods to ensure efficiency in workplace tasks and coordination. 6.2 Interpret workplace documentation for task

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	execution and coordination in workplace activities. . 6.3 Prepare workplace documents and correspondence to support information sharing and coordination. 6.4 Present information and respond to communication in workplace settings for coordination. 6.5 Apply professionalism when interacting with clients in workplace environments
7. Apply Computer concepts to solve real world problems	7.1 Apply basic computer concepts to perform technical and professional tasks 7.2 Apply ethical and safe practices in the use of ICT ensuring digital activities are secure. 7.3 Produce documents using ICT applications in compliance with organizational standards. 7.4 Communicate using digital technologies to share information, collaborate, and connect effectively.

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SECTION C		QUALIFICATION STRUCTURE			
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [3]	Level []	Level []	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Communication Skills	10			10
	Computer Skills	10			10
CORE COMPONENT Subjects/Courses/ Modules/Units	Construction Materials and Tools Preparation	15			15
	Technical Drawing Interpretation for Construction	15			15
	Structural Carpentry Practices	25			25
	Carpentry Installation Techniques and Safety	25			25
	Construction Mathematics for Carpentry Applications	20			20
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits 90 credits
		Level []	Level []	Level []	
1.					
2.					
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 3	120
TOTAL CREDITS	120

Rules of Combination:

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

To graduate candidate should achieve a maximum of 120 credits inclusive of 20 credits for fundamental and 100 credits core. Qualification does not have elective components.

BOTSWANA
Qualifications Authority

ASSESSMENT ARRANGEMENTS

Assessment shall be conducted by persons registered with Botswana Qualifications Authority (BQA) as assessors preferably with a qualification higher than Certificate III in Carpentry and Joinery or related in line with ETP assessment policies.

The weightings for the assessment will be as follows:

- a) Formative assessment

The weighting of formative assessment is 60%.

- b) Summative Assessment

The weighting of summative assessment is 40%.

MODERATION ARRANGEMENTS

Moderation shall be conducted by persons registered with Botswana Qualifications Authority (BQA) as moderators preferably with a qualification higher than Certificate III in Carpentry and Joinery or related in line with ETP moderation policies.

RECOGNITION OF PRIOR LEARNING

There shall be provision for award of the qualification through Recognition of Prior Learning (RPL) in accordance with institutional policies in line with the Educational Training Provider (ETP) policy.

CREDIT ACCUMULATION AND TRANSFER

Credits Accumulated and Transfer (CAT) will be administered in line with the Educational Training Provider (ETP) policy and will be administered towards the award of qualification

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Graduates may progress to qualifications such as:

Horizontal Articulation

- Certificate III in Furniture Design
- Certificate III in Cabinet Making

Vertical Articulation

Horizontal Articulation

- Certificate IV in Carpentry and Joinery
- Certificate IV in Cabinet Making
- Certificate IV in Furniture Design

Employment Pathways

- Assistant Carpenter
- Assistant Joiner
- Assistant Cabinet maker
- Machinery Assistant Operator
- Assistant Foreman
- Self Employed

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated minimum of 120 credits inclusive of 20 credits for fundamental and 100 credits for core components, to be awarded the qualification.

Certification

Candidates meeting prescribed requirements will be awarded Certificate III Carpentry and Joinery certificate in accordance with standards prescribed for the award of the certificate and applicable policies.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Regionally: National Certificate in Carpentry and Joinery, Namibia

Internationally: Certificate III in Carpentry, Australia

Title of Qualification

The benchmarked qualification compared with the reviewed qualification; show both similarities and differences in their titles. All three qualifications clearly fall within the same occupational field of carpentry. However, differences arise as one of the benchmarked is narrower, referring only to

carpentry without explicitly including joinery. In contrast, both the benchmarked qualification and the reviewed qualification explicitly include joinery, indicating a broader scope that integrates both carpentry and joinery.

NQF Level

All qualifications are positioned at Level 3 within their respective qualification frameworks.

Credit Value or Duration

The reviewed and both benchmarked qualifications are all at 120 credits.

Main Exit Outcome(s)

The reviewed shares significant similarities with the benchmarked. All three qualifications aim to develop learners' competence in interpreting technical drawings, preparing and using construction materials and tools, performing carpentry tasks, carrying out installations, and applying occupational health and safety requirements in construction environments.

Domains/Modules/Courses/Subjects Covered

The reviewed qualification aligns closely with the benchmarked qualifications through its inclusion of communication, mathematics, workplace safety, technical drawing interpretation, carpentry and joinery theory, practical construction skills, and workplace competence. The curriculum integrates foundational, technical, and practical competencies required for effective performance in the construction industry.

Assessment Strategies and Weightings

The assessment strategies of the reviewed qualification are aligned with those of the benchmarked. All three qualifications adopt a competency-based approach using practical assessments, workplace evidence, and theoretical evaluations. Assessment is typically weighted towards practical competence (approximately 60–70%), supported by theoretical knowledge (20–30%) and workplace evidence or portfolios (10–20%).

Qualification Rules and Minimum Standards

The reviewed qualification aligns with the benchmarked qualifications by requiring successful

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completion of all compulsory modules and demonstration of competence in both theoretical and practical components. All qualifications emphasize compliance with occupational health and safety requirements, quality standards, and workplace performance expectations to ensure graduates achieve full occupational competence and industry readiness.

REVIEW PERIOD

This program shall be reviewed every five (5) years, however review maybe undertaken earlier as needed.

For Official Use Only:

CODE (ID)	BQA DECISION NO.	REGISTRATION START DATE	REGISTRATION END DATE
REGISTRATION STATUS			
LAST DATE FOR ENROLMENT	LAST DATE FOR ACHIEVEMENT		