

## BQA NCQF QUALIFICATION TEMPLATE

| SECTION A:                         |                                | QUALIFICATION DETAILS                |  |                      |  |     |                           |                       |   |   |                     |                  |                       |          |
|------------------------------------|--------------------------------|--------------------------------------|--|----------------------|--|-----|---------------------------|-----------------------|---|---|---------------------|------------------|-----------------------|----------|
| <b>QUALIFICATION DEVELOPER (S)</b> |                                | Madirelo Training and Testing Centre |  |                      |  |     |                           |                       |   |   |                     |                  |                       |          |
| <b>TITLE</b>                       | Certificate IV in Hairdressing |                                      |  |                      |  |     |                           |                       |   |   | <b>NCQF LEVEL</b>   |                  | 4                     |          |
| <b>STRANDS (where applicable)</b>  | N/A                            |                                      |  |                      |  |     |                           |                       |   |   |                     |                  |                       |          |
| <b>FIELD</b>                       | Services                       |                                      |  |                      |  |     |                           |                       |   |   | <b>CREDIT VALUE</b> |                  | 122                   |          |
| <b>SUB FIELD</b>                   | Personal Services              |                                      |  |                      |  |     |                           |                       |   |   |                     |                  |                       |          |
| New Qualification                  |                                |                                      |  | Legacy Qualification |  |     |                           | Renewal Qualification |   |   |                     | √                |                       |          |
|                                    |                                |                                      |  |                      |  |     |                           | Registration Code     |   |   |                     | Q0352            |                       |          |
| <b>SUB-FRAMEWORK</b>               |                                | General Education                    |  |                      |  |     |                           | TVET                  |   | √ |                     | Higher Education |                       |          |
| <b>QUALIFICATION TYPE</b>          | 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 review of the Certificate IV in Hairdressing is essential to ensure the qualification remains aligned with evolving labour market needs and international occupational benchmarks. The HRDC Priority Skills Report of 2025 identifies personal care and creative industries as growth sectors, requiring advanced technical and supervisory skills in hairdressing. Employers increasingly demand professionals who can deliver complex services such as chemical treatments, advanced colouring, and multicultural styling, while also managing salons, leading teams, and engaging in entrepreneurship.

Benchmarking against ISCO-08 Unit Group 5141 (Hairdressers) ensures international comparability, supporting mobility and recognition of skills across borders. The review addresses gaps by integrating modules on digital marketing, sustainable product use, customer relationship management, and workplace leadership, which are critical in modern salon environments.

Furthermore, the qualification must articulate into higher-level diplomas, creating pathways for learners into advanced technical, managerial, or business ownership roles. By embedding competency-based assessment strategies that emphasize workplace readiness, client consultation, and adherence to industry standards, the reviewed qualification will strengthen employability and ensure graduates are prepared for sustainable careers in a dynamic and expanding sector.

#### PURPOSE:

The purpose of the qualification is to produce graduates with broad knowledge, skills and competences to:

1. Demonstrate creativity, individuality, and professional standards in hairstyling for diverse hair textures.
2. Diagnose hair and scalp conditions for advanced hair treatment according to customer preference.
3. Apply aesthetically pleasing braiding techniques to hair textures, according to customer preference and standards.
4. Perform chemical hair colouring and lightening services, for a desired colour outcome while

protecting hair integrity.

5. Apply entrepreneurial principles and computer concepts to support effective task execution and problem-solving in the workplace.

### MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Certificate III, NCQF Level 3 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 OUTCOMES)                                                                                                                                                | PROFILE (LEARNING | ASSESSMENT CRITERIA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 1. Apply advanced hair styling techniques on various hair textures to achieve professional, creative, and client-specific hairstyles.                             |                   | <p>1.1 Demonstrate safe and correct use of styling tools and equipment in line with manufacturer instructions, salon procedures, and occupational health and safety requirements.</p> <p>1.2 Create creative and individualized hairstyles using appropriate techniques, design principles, and current trends to meet client needs.</p> <p>1.3 Adjust styling, cutting, and finishing techniques appropriately to suit different hair textures for professional results.</p> <p>1.4 Maintain proper hygiene and safety practices throughout styling services to ensure a clean and safe salon environment.</p> <p>1.5 Deliver hairdressing services that meet client expectations and comply with professional salon standards to ensure customer satisfaction.</p> |  |
| 2. Perform advanced hair and scalp treatment by applying appropriate diagnostic, product selection, and treatment techniques to improve hair and scalp condition. |                   | <p>2.1 Analyse scalp and hair conditions for advanced treatment to determine suitable treatment solutions.</p> <p>2.2 Select treatment products according to hair condition and client preference to achieve appropriate and effective treatment outcomes.</p> <p>2.3 Apply advanced hair treatment techniques according to manufacturer guidelines to achieve safe, effective, and professional</p>                                                                                                                                                                                                                                                                                                                                                                 |  |

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|                                                                                                                                                                            | <p>treatment outcomes.</p> <p>2.4 Evaluate effectiveness of treatment and provide aftercare advice to ensure sustained hair and scalp health and improved treatment outcomes.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <p>3. Create a variety of braided hairstyles by applying appropriate braiding techniques to achieve different styles that meet client requirements and current trends.</p> | <p>3.1 Consult clients and recommend suitable braiding styles based on their preferences, hair type, and style requirements.</p> <p>3.2 Prepare hair and scalp for braiding according to client preference to ensure comfort and good styling results.</p> <p>3.3 Produce neat, secure, and professional braiding styles that meet salon standards and client expectations.</p> <p>3.4 Maintain hair health during braiding by using proper techniques and products to prevent damage and ensure scalp comfort.</p> <p>3.5 Provide clients with aftercare instructions to maintain braid quality, scalp health, and hair condition after service.</p> |
| <p>4. Apply colour or tint to hair to achieve a semi-permanent or temporary effect according to client requirements and salon standards.</p>                               | <p>4.1 Prepare hair and scalp by ensuring it is clean, detangled, and suitable before chemical application</p> <p>4.2 Prepare colouring and tinting chemicals according to salon standards and manufacturer instructions.</p> <p>4.3 Apply colour or tint to hair, according to instructions, for desired outcome.</p> <p>4.4 Provide aftercare instructions to maintain</p>                                                                                                                                                                                                                                                                          |

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|                                                                                                                                                                                        | colour effect and ensure hair health following colouring or tinting services.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 5. Apply basic styling, cutting, and chemical treatment techniques for hair texture services in accordance with client requirements and salon standards..                              | <p>5.1 Analyse hair and scalp conditions to determine suitable treatments and styling approaches.</p> <p>5.2 Create trendy hairstyles using appropriate techniques suited to hair texture and client needs.</p> <p>5.3 Perform hair treatments based on client preferences and hair/scalp needs to restore hair health.</p> <p>5.4 Provide cutting and barbering services on Black hair using appropriate techniques to achieve client-requested styles.</p> <p>5.5 Perform colouring, lightening, and toning on Black hair using safe techniques to achieve desired colour while protecting hair health.</p>                |
| 6. Understand and apply broad practical entrepreneurial concepts, essential entrepreneurial qualities and current policies/support structures for entrepreneurial success in Botswana. | <p>6.1 Examine broad entrepreneurial concepts and contemporary issues that have an impact on present day entrepreneurial success.</p> <p>6.2 Conduct a self-assessment in line with identifying necessary qualities for successful entrepreneurship</p> <p>6.3 Identify business opportunities in a field of interest and select appropriate investment strategies to adopt, considering the associated risks.</p> <p>6.4 Compile documents required for an entrepreneur to establish a company and take advantage of available support structures.</p> <p>6.5 Apply Basic principles of accounting for SMME operations.</p> |

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| <p>7. Apply Information and Communication Technology for efficient information retrieval, processing as well as communication and collaboration in the context of the automotive industry.</p> | <p>7.1 Read and analyse data from a prepared database.</p> <p>7.2 Enter and manipulate data using ICT tools.</p> <p>7.3 Display data electronically through charts.</p> <p>7.4 Manipulate and present information through the selection of appropriate spreadsheet tools</p> |
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## BQA NCQF QUALIFICATION TEMPLATE

| SECTION C                                                           | QUALIFICATION STRUCTURE             |                                 |           |           |               |
|---------------------------------------------------------------------|-------------------------------------|---------------------------------|-----------|-----------|---------------|
| COMPONENT                                                           | TITLE                               | Credits Per Relevant NCQF Level |           |           | Total Credits |
|                                                                     |                                     | Level [ ]                       | Level [4] | Level [ ] |               |
| <b>FUNDAMENTAL COMPONENT</b><br>Subjects/ Courses/<br>Modules/Units | Entrepreneurship                    |                                 | 10        |           | 10            |
|                                                                     | Computer Skills                     |                                 | 10        |           | 10            |
| <b>CORE COMPONENT</b><br>Subjects/Courses/<br>Modules/Units         | Hair Styling Services               |                                 | 12        |           | 12            |
|                                                                     | Hair and Scalp Treatment            |                                 | 12        |           | 12            |
|                                                                     | Hair Braiding Techniques            |                                 | 30        |           | 30            |
|                                                                     | Hair Colouring and Lightening       |                                 | 16        |           | 16            |
|                                                                     | Work Based Learning                 |                                 | 32        |           | 32            |
| STRANDS/<br>SPECIALIZATION                                          | Subjects/ Courses/<br>Modules/Units | Credits Per Relevant NCQF Level |           |           | Total Credits |
|                                                                     |                                     | Level [ ]                       | Level [ ] | Level [ ] |               |
| 1.                                                                  | N/A                                 |                                 |           |           |               |
| <b>Electives</b>                                                    |                                     |                                 |           |           |               |
|                                                                     |                                     |                                 |           |           |               |

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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 4                                                                                                                                                                 | 122          |
|                                                                                                                                                                              |              |
|                                                                                                                                                                              |              |
| <b>TOTAL CREDITS</b>                                                                                                                                                         | 122          |
| <b>Rules of Combination:</b><br><b>(Please Indicate combinations for the different constituent components of the qualification)</b>                                          |              |
| To graduate candidate should achieve a maximum of 122 credits inclusive of 20 credits for fundamental and 102 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 IV in Hairdressing 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 IV in Hairdressing or related in line with ETP moderation policies. Moderators and assessors will be registered with BQA and hold a qualification higher than Certificate IV.

### 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)

#### Horizontal Articulation

Learners may progress horizontally to related qualifications within the Personal Services sub-field such as:

- Certificate IV in Hairdressing
- Certificate IV in Hair Cutting and Barbering

#### Vertical Articulation

Learners may progress vertically to:

- Certificate V in Hairdressing

- Diploma in Hairdressing and Salon Management

### Employment Pathways

Those attaining this qualification, may work as:

- Salon receptionist
- Haircut and Barber stylist
- Ethnic hair stylist
- Junior Hairdresser
- Assistant Hair Tint specialist

### QUALIFICATION AWARD AND CERTIFICATION

#### Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated total of 122 credits inclusive of 20 credits for fundamentals, 102 credits for core units inclusive of Work Based Learning, to be awarded the qualification.

#### Certification

Candidates meeting prescribed requirements will be awarded Certificate IV in Hairdressing qualification, in accordance with standards prescribed for the award of the qualification and applicable policies.

### SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Regional: Further Education and Training Certificate in Hairdressing developed by SGB Hairdressing, Cosmetology & Beauty framework, South Africa.

International: Certificate in Hairdressing by Ara Institute of Canterbury, New Zealand

Title of Qualification,

The reviewed Certificate IV in Hairdressing and the benchmarked Further Education and Training Certificate: Hairdressing and Certificate in Hairdressing have the same titles therefore they are similar.

NQF Level

All three qualifications are at NQF Level 4. This shows relatively equal level of difficulty of these qualifications.

Credit Value/Duration

All three qualifications fall within the same credit value range of 120 to 129 credits. This reflects equivalent training volumes and trade-level competencies

Main Exit Outcomes

Graduates of the reviewed and benchmark qualifications should be able to apply knowledge of the salon workplace, and the client journey through a salon, to work as an entry-level person, operate safely and hygienically and meet the personal hygiene and presentation requirements of the salon workplace, provide client and salon support services to a professional standard and Communicate appropriately with clients, peers and supervisors and follow instructions within the salon workplace.

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The reviewed qualification furthermore builds competence on entrepreneurial principles and computer concepts to support effective task execution and problem-solving in the workplace.

### Domains/Modules/Courses/Subjects Covered (Fundamental, Core & Electives)

The reviewed qualification shares common areas with the benchmarked qualifications, including Hair Science and Product Knowledge, Cutting and Styling Techniques, Colouring and Chemical Services, Client Consultation and Communication, Salon Operations and Business Skills. Certificate in Hairdressing –New Zealand places greater emphasis on professional Style Attributes, Sculpture, Advanced Colour Design. The reviewed qualification focuses on developing core practical and theoretical competencies required for hairdressers.

### Assessment Strategies & Weightings

All three qualifications emphasize practical demonstrations as the majority assessment method and competency-based assessment strategies. Similar assessment methods include performances, assignments, projects, observations, and written tasks. However, the reviewed qualification allocates 60% to formative assessment and 40% to summative assessment, whereas the benchmarked qualifications allocate approximately 40–50% formative and 50–60% summative assessment. The benchmarked qualifications place relatively greater emphasis on final performance evaluations and examinations.

### Qualification Rules & Minimum Standards

The reviewed qualification and the benchmarked programmes require successful completion of all prescribed modules and achievement of minimum competency standards. Attendance, practical participation, and satisfactory performance in both theoretical and practical assessments are common requirements. Minor differences exist in institutional assessment regulations, but all qualifications ensure learners demonstrate the required competencies before certification is awarded.

Graduates may progress to advanced qualifications like Certificate V in Hairdressing, Certificate V Cosmetology, Certificate V Beauty Therapy, Certificate V Salon management, or related fields.

Employment opportunities are similarly aligned across all qualifications and include roles such as Hairdresser, Hair Stylist, Barber, Hair Colour Technician, Salon Assistant, Salon Supervisor, and self-employed salon owner.

### REVIEW PERIOD

This qualification shall be reviewed every 5 years.

### For Official Use Only:

| CODE (ID)           |                  |                         |                       |
|---------------------|------------------|-------------------------|-----------------------|
| REGISTRATION STATUS | BQA DECISION NO. | REGISTRATION START DATE | REGISTRATION END DATE |
|                     |                  |                         |                       |

|                                |  |                                  |  |
|--------------------------------|--|----------------------------------|--|
|                                |  |                                  |  |
| <b>LAST DATE FOR ENROLMENT</b> |  | <b>LAST DATE FOR ACHIEVEMENT</b> |  |
|                                |  |                                  |  |

