

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)				Madirelo Training and Testing Centre									
TITLE		Certificate IV Beauty Therapy						NCQF LEVEL		4			
STRANDS (where applicable)		N/A.											
FIELD		Services						CREDIT VALUE		122			
SUB FIELD		Personal Services											
New Qualification				Legacy Qualification				Renewal Qualification		✓			
								Registration Code		Q0353			
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 Human Resource Development Council (HRDC) Priority Skills Report (March 2025) highlights the growing demand for skilled practitioners in the beauty, wellness, and personal care industry, driven by expanding opportunities in salons, spas, hospitality, and entrepreneurship. The Certificate IV in Beauty Therapy has therefore been reviewed to respond to this demand by equipping learners with practical, technical, and customer service competencies required to deliver professional beauty treatments in line with industry standards, health regulations, and emerging market trends.

The global beauty and wellness sector continues to grow due to increased consumer focus on skincare, grooming, and aesthetic services, supported by advancements in beauty technology and products. In alignment with ISCO-08 Unit Group 5142: Beauticians and Related Workers, this qualification prepares learners for roles involving skincare, makeup, body treatments, and related services that are internationally recognised.

Regionally, within the SADC context, the expansion of tourism, urbanisation, and youth entrepreneurship has increased demand for qualified beauty therapists. However, challenges such as inconsistent service quality and limited access to formal training remain. This qualification addresses these gaps by promoting competency-based training that enhances employability, supports self-employment, and strengthens service standards.

Overall, the Certificate IV in Beauty Therapy integrates theory and practical skills to improve industry readiness, support entrepreneurship, and provide clear progression pathways within the beauty and wellness sector.

PURPOSE:

The purpose of this qualification is to produce graduates with broad knowledge, skills, and competence to:

1. Schedule appointments, maintain client records, handle client enquiries and support daily salon operations in a professional manner
2. Apply facial treatments and make-up services, including skin assessment, cleansing, exfoliation, masking, and aftercare advice tailored to client needs

3. Carry out body waxing services on different body areas while maintaining hygiene, client comfort, and safety procedures.
4. Perform massage techniques for relaxation while maintaining correct posture, appropriate pressure control, client comfort, and professional ethic
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 PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
1. Provide safety, hygiene, and good customer service, within a beauty parlour establishment		1.1 Maintain Safety Standards to ensure a safe environment for clients and staff. 1.2 Maintain personal hygiene and clean, disinfect, and sanitize work areas, tools, and equipment according to salon standards. 1.3 Provide professional client communication and reception 1.4 Deliver beauty services efficiently while ensuring client comfort, privacy, and satisfaction throughout the treatment. 1.5 Maintain professional conduct, handle client information confidentially, and complete required salon records.	
2. Apply facial and body electrotherapy treatment according to skin type and client preference.		2.1 Assess skin type and condition to determine suitable electrotherapy treatments. 2.2 Choose appropriate facial or body electrotherapy techniques aligned with client needs and preferences. 2.3 Prepare the client and equipment correctly, ensuring hygiene and safety standards are maintained. 2.4 Apply electrotherapy treatments using correct procedures, settings, and equipment handling. 2.5 Monitor client comfort and treatment effectiveness, making necessary adjustments during the procedure. 2.6 Provide tailored aftercare advice and evaluate treatment outcomes against expected results.	

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3. Carry out depilation, camouflage, permanent and non-permanent hair treatments on the client within a beauty parlour	3.1 Prepare all resources according to salon hygiene and safety standards. 3.2 Conduct a client assessment before treatment to determine the client's treatment needs and desired outcomes. 3.3 Perform depilation and camouflage treatments safely and effectively using appropriate techniques and products. 3.4 Carry out non-permanent and permanent hair treatments according to manufacturer instructions and safety requirements. 3.5 Monitor client comfort and treatment results, providing suitable aftercare and maintenance advice. 3.6 Perform maintenance according to salon procedures and safety standards.
4. Perform body therapy reflexology and aromatherapy techniques on the client within a beauty therapy parlour	4.1 Consult and assess body according to anatomy and physiology. 4.2 Perform reflexology techniques accurately on relevant pressure points to promote relaxation and therapeutic benefits. 4.3 Apply Aromatherapy Techniques according to client needs. 4.4 Provide suitable aftercare advice, monitor client response, and maintain hygiene, safety, and accurate treatment records.
5. Provide advanced makeup services to express artistic vision and enhance beauty, according to client preference and standards	5.1 Consult and prepare skin according to service provided. 5.2 Select make-up products according to service provided. 5.3 Apply make-up, to enhance beauty according to customer preference. 5.4 Provide aftercare to clients fully benefit

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	from their treatment on makeup application.
6. Understand and apply broad practical entrepreneurial concepts, essential entrepreneurial qualities and current policies/support structures for entrepreneurial success in Botswana.	6.1 Examine broad entrepreneurial concepts and contemporary issues that have an impact on present day entrepreneurial success. 6.2 Conduct a self-assessment in line with identifying necessary qualities for successful entrepreneurship 6.3 Identify business opportunities in a field of interest and select appropriate investment strategies to adopt, considering the associated risks. 6.4 Compile documents required for an entrepreneur to establish a company and take advantage of available support structures. 6.5 Apply Basic principles of accounting for SMME operations.
7. Apply Information and Communication Technology for efficient information retrieval, processing as well as communication and collaboration in the context of the automotive industry.	7.1 Read and analyse data from a prepared database. 7.2 Enter and manipulate data using ICT tools. 7.3 Display data electronically through charts. 7.4 Manipulate and present information through the selection of appropriate spreadsheet tools

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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level [4]	Level []	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Entrepreneurship		10		10
	Computer Skills		10		10
CORE COMPONENT Subjects/Courses/ Modules/Units	Beauty Saloon Administration		10		10
	Skin Facials Treatment		20		20
	Hair and body Waxing		10		10
	Massage Therapy		20		20
	Make-up Artistry		10		10
	Work based Learning		32		32
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits

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		Level []	Level [4]	Level []	
1.	n/a				
Electives	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
NCQF Level 4	122
TOTAL CREDITS	122

Rules of Combination:

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

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 Beauty Therapy 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 Beauty Therapy 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)

Horizontal Articulation

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

- Certificate IV in Hairdressing

- Certificate IV in Nail Technology
- Certificate IV in Cosmetology
- Certificate IV in Spa and Wellness Therapy

Vertical Articulation

Learners may progress vertically to:

- Certificate V in Beauty Therapy
- Diploma in Beauty Therapy and Salon Management
- Advanced qualifications in Cosmetology, Aesthetics, or Wellness Therapy

Employment Pathways

Graduates of this qualification may be employed as:

- Beauty Therapist
- Beauty Parlour Assistant
- Skincare Consultant
- Nail and Makeup Assistant
- Beauty Product Sales Consultant
- Self-employed Beauty Service Provider

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 III in Beauty Therapy qualification, in accordance with standards prescribed for the award of the qualification and applicable policies.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The reviewed qualification was benchmarked:

Occupational Certificate: Beauty Therapist , South Africa
National Certificate in Beauty Services, New Zealand)

Title of Qualification

The reviewed qualification and the other benchmarked all use key terms related to the beauty field in their titles. The other benchmarked explicitly includes the occupation Beauty Therapist.

NQF Level

The reviewed qualification and the benchmarks are all at NQF Level 3 therefore they are similar.

Credit Value or Duration

The qualifications differ in credit values 158 (Occupational Certificate), 120 (New Zealand National Certificate), and 122 (Certificate IV in Beauty Therapy) mainly due to differences in credit systems. However, they fall within the same range.

Main Exit Outcomes

Graduates of the reviewed and benchmark qualifications should be able to perform a range of advanced beauty therapy treatments, apply industry-standard skincare and body treatment techniques, use beauty therapy tools and equipment safely, and consult with clients to determine appropriate treatment plans. Additionally, the reviewed qualification builds competence in specialized treatments, including skin analysis, waxing, lash and brow treatments, and salon operations to produce a skilled and work-ready graduate.

Domains/Modules/Courses/Subjects

The reviewed qualification and benchmarked qualifications show similar Domains/Modules/Courses covered which includes cosmetic chemistry, anatomy, and skin and body systems. Overall, the reviewed and benchmarked qualifications cover comparable fundamental, core, and elective areas, with only minor differences in how the content is structured or named.

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Assessment strategies and Weightings

The reviewed and the benchmarked qualifications all use competency-based assessment combining practical, theoretical, and workplace evaluation, readiness. However, the benchmarked qualifications emphasize practical assessment (50–60%) with varied supporting methods, while the reviewed qualification uses a clear formative (60%) and summative (40%) split instead of detailed task weightings.

Qualification rules and minimum Standards for the award of the qualification

The qualification rules and minimum standards of the reviewed qualification are aligned with those of the benchmarked. In all three qualifications, learners are required to complete all compulsory components, including fundamental and core to achieve the qualification.

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
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	