BQA NCQF QUALIFICATION TEMPLATE

SECTION A:	QUALIFICATION DETAILS																	
QUALIFICATION DEVELOPER (S)	Madirelo Training and Testing Centre																	
TITLE	Certificate III in Jewellery Design and Manufacturing													**NCQF LEVEL**		3		
STRANDS (where applicable)	N/A																	
FIELD	Manufacturing, Engineering and Technology													**CREDIT VALUE**		120		
SUB FIELD	Manufacturing and Processing																	
New Qualification			Legacy Qualification											Renewal Qualification		√		
														Registration Code		Q0393		
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

The reviewed Certificate III in Jewellery Design and Manufacturing has been developed in response to priority skills needs identified in the Human Resource Development Council (HRDC) Priority Skills Report, which highlights the growing demand for artisanal, creative, and technical skills to support Botswana's economic diversification agenda. The jewellery sector, particularly in design, metal fabrication, gem setting, and small-scale manufacturing, is increasingly recognised as a contributor to the creative economy, small and medium enterprise (SME) development, and youth employment creation. This qualification therefore responds to national development priorities by equipping learners with practical and entrepreneurial competencies required to participate in both formal manufacturing industries and self-employment within the jewellery and craft sector.

The qualification is aligned to Human Resource Development Council priority skills outlook, which identifies the need for increased technical craftsmanship, design capability, and value-added production skills in support of industrialisation and export-oriented creative industries. It addresses gaps in artisanal training by integrating competencies in jewellery design principles, workshop practices, precision metalwork, tool usage, and quality finishing, thereby enhancing productivity and competitiveness in the local manufacturing and creative industries.

Internationally, the qualification is aligned with ISCO-08, particularly within occupational groupings related to handicraft workers, jewellery and precious metal workers, and design-based manufacturing occupations. This alignment ensures that the qualification reflects globally recognised occupational standards, thereby improving graduate mobility, employability, and benchmarking against comparable qualifications in other jurisdictions. It also ensures that learners acquire competencies consistent with international expectations in design interpretation, material handling, fabrication techniques, and workplace safety.

Overall, the reviewed qualification supports Botswana's strategic goals of skills development, youth empowerment, and economic diversification by producing competent jewellery designers and manufacturers capable of contributing to both formal industry value chains and independent entrepreneurial ventures.

PURPOSE:

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

1. Apply safe jewellery workshop practices by correctly using tools, equipment, and materials while adhering to occupational health and safety standards.
2. Design and communicate jewellery ideas effectively by producing clear sketches and interpreting design briefs into workable jewellery concepts.
3. Demonstrate core jewellery making skills by measuring, cutting, shaping, joining, and assembling metal to produce basic jewellery items.
4. Perform finishing and repair techniques by polishing, restoring, and repairing jewellery pieces to acceptable quality standards.
5. Plan and produce jewellery items in a production context by integrating design, making, and finishing skills to complete jewellery pieces efficiently and consistently.
6. Apply communication principles and computer concepts to support effective task execution and problem-solving in the workplace

MINIMUM ENTRY REQUIREMENTS

- Certificate II NCQF level 2 or equivalent
- CAT and RPL applicants who do not meet the above criterion but possess relevant industry experience may be considered using CAT and RPL policies in line with national and ETP policies

SECTION B	QUALIFICATION SPECIFICATION
GRADUATE PROFILE (LEARNING OUTCOMES)	**ASSESSMENT CRITERIA**
1. Demonstrate safe use and care of jewellery tools, machinery, and equipment according to workshop safety requirements	1.1 Maintain health and safety workshop standards during jewellery manufacturing processes. 1.2 Assess jewellery machinery, hand tools and equipment performance and identify malfunctions for maintenance planning. 1.3 Perform basic care and maintenance on jewellery tools, polishing machines, soldering equipment and workstations.
2. Produce jewellery designs and technical drawings according to job specifications and industrial standards.	2.1 Perform jewellery measurement and sizing tasks for rings, bracelets, necklaces and other jewellery items. 2.2 Construct basic jewellery design sketches and templates for production. 2.3 Adapt jewellery designs into production patterns or models for manufacturing. 2.4 Perform inspection on jewellery patterns, drawings and models to ensure quality and accuracy.
3. Manufacture basic jewellery items using appropriate tools, materials, and fabrication techniques in accordance with industry standards	3.1 Select and use appropriate tools, equipment, and materials safely and effectively for jewellery production. 3.2 Design, measure, cut, and shape materials accurately according to jewellery design specifications. 3.3 Apply jewellery-making techniques, including joining and assembling, to produce basic jewellery items. 3.4 Demonstrate creativity, good workmanship, and proper finishing techniques in the production process. 3.5 Produce quality jewellery items that meet industry standards while maintaining cleanliness, safety, and organisation in the work area
4. Apply jewellery finishing and repair techniques to restore and enhance	4.1 Select and use appropriate tools, materials, and equipment safely for jewellery finishing and repair. 4.2 Identify defects and damage in jewellery items and determine suitable repair and finishing techniques. 4.3 Use finishing and repair techniques to restore jewellery items effectively.

	4.4 Demonstrate precision, good workmanship, and quality finishing during the repair process. 4.5 Produce repaired and finished jewellery items that meet industry and quality standard 4.6 Produce finished jewellery pieces that meet design specifications, quality standards, and workmanship requirements.
5. Apply jewellery production processes and techniques using appropriate tools, materials, and equipment to design and produce quality jewellery items in accordance with industry standards	5.1 Select appropriate tools, materials, and equipment for different jewellery production tasks. 5.2 Interpret and analyse jewellery design specifications to determine production requirements and workflow. 5.3 Apply correct jewellery production processes, including measuring, marking, cutting, shaping, joining, assembling, and finishing. 5.4 Demonstrate accuracy, creativity, and good workmanship throughout the jewellery production process. 5.5 Produce well-finished jewellery items that meet required design specifications and industry quality standards. 5.6 Inspect and evaluate completed jewellery items for accuracy, durability, and finishing quality, making improvements where necessary.
6. Apply numbers, arithmetic, measurement techniques to perform work related calculations.	6.1 Use number operations when performing work-related calculations 6.2 Select main features of data and measurement techniques for length, area, volume, and time when performing work-related calculations. 6.3 Practice using unit of measurement conversions, calculations of areas/perimeters of composite/complex plane shapes, angles, volumes, prisms, cylinders, and pyramids 6.4 Use statistical variables of mean, median, mode, range, inter-quartile range and standard deviation to interpret data used in garment manufacturing
7. Apply communicational fundamental principles and processes to facilitate information exchange in the workplace	7.1 Communicate using verbal, non-verbal, and digital communication methods to ensure efficiency in workplace tasks and coordination. 7.2 Interpret workplace documentation for task execution and coordination in workplace activities. . 7.3 Prepare workplace documents and correspondence to support information sharing and coordination.

	7.4 Present information and respond to communication in workplace settings for coordination. Demonstrate professionalism when interacting with clients in workplace environments
6 Manage workplace tasks using ICT tools and digital application	7.5 Use basic computer concepts to perform technical and professional tasks 7.6 Use ethical and safe practices in the use of ICT to ensure digital activities are secure. 7.7 Produce documents using ICT applications in compliance with organizational standards. 7.8 Communicate using digital technologies to share information, collaborate, and connect effectively.

SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [3]	Level [4]	Level [5]	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Communication Skills	10			10
	Computer Skills	10			10
	Basic Mathematical Principles	10			10
CORE COMPONENT Subjects/Courses/ Modules/Units	Jewellery Workshop Basics	15			15
	Jewellery Design and Drawing	15			15
	Jewellery Making Skills	25			25
	Jewellery Finishing and Repair	25			25
	Jewellery Production Practice	10			10
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level [ ]	Level [ ]	Level [ ]	
	n/a				

Electives	**n/a**				

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.	

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 will be administered in line with the national and institutional policy and will be administered towards the award of qualification

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation

- Certificate III in Fashion Design
- Certificate III in Leather Craft and Accessories Production
- Certificate III in Metal Fabrication and Decorative Metalwork
- Certificate III in Visual Arts and Craft Production
- Certificate III in Gemstone Cutting and Polishing

Vertical Articulation

- Certificate IV in Jewellery Design and Manufacturing
- Certificate IV in Advanced Jewellery Production
- Certificate IV in Gemmology
- Certificate IV in Creative Arts and Design
- Certificate IV in Precious Metal Technology

Employment Pathways

- Jewellery Workshop Assistant
- Jewellery Repair & Finishing Assistant
- Jewellery Designer Assistant
- Small-scale Jewellery Entrepreneur

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated total of 120 credits to be awarded the qualification.

Certification

Candidates meeting prescribed requirements will be awarded Certificate III in Jewellery Design and Manufacturing qualification, in accordance with standards prescribed for the award of the qualification and applicable policies.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Regionally: Certificate in Jewellery Design and Manufacturing offered by the Community Skills Development Foundation (COSDEF)
Internationally: Certificate III in Design Fundamentals (Product and Jewellery Design) Technical and Further Education New South Wales (TAFE)

Title of Qualification
The reviewed qualification, Certificate III in Jewellery Design and Manufacturing, and the Certificate in Jewellery Design and Manufacturing offered by the Community Skills Development Foundation (COSDEF)both use the key terms Jewellery Design and Manufacturing in their titles. In contrast, the qualification offered by Technical and Further Education New South Wales (TAFE NSW) is titled Certificate III in Design Fundamentals (Product and Jewellery Design) and does not explicitly include the term Manufacturing. However, it incorporates jewellery design and production-related competencies within its curriculum.

NQF Level
The reviewed qualification and the benchmarks are all at NQF Level 3.
Credit Value or Duration
The reviewed qualification and the benchmarks have credit value of 120 credits which means all have equivalent volume of work.

Main Exit Outcome(s)
The graduate of the reviewed and benchmarked qualifications should be able to design and manufacture jewellery, apply industry-standard production techniques, use jewellery tools and equipment safely, read and interpret design drawings and specifications, as well as complete and finish jewellery products in accordance with quality and industry standards. Additionally, the reviewed qualification builds competence in jewellery repair, stone setting, finishing processes, and practical workshop operations to produce a versatile graduate.

Assessment Strategies and Weightings
All three qualifications use competency-based assessment that combines practical, theoretical, and workplace-based evaluation. Assessment is mainly practical (70–80%) while theory (20–30%). All qualifications also include continuous assessment and a Portfolio of Evidence. In summary, all three qualifications emphasise practical competence supported by theoretical understanding.

Qualification Rules and Minimum Standards

The reviewed and benchmarked qualifications require learners to successfully complete the prescribed credits or units and demonstrate competence in jewellery design and manufacturing skills. Overall, the qualifications share similar minimum standards that emphasise successful completion of all learning outcomes in the qualifications, and verified assessment results.

REVIEW PERIOD

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

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**	