

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER (S)		Prison Staff College												
TITLE	Diploma in Prison and Correctional Management										NCQF LEVEL	6		
STRANDS (where applicable)	N/A													
FIELD	Law and Security			SUB-FIELD		Security			CREDIT VALUE		240			
New Qualification						☒		Legacy Qualification						
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 need to develop this Qualification (Diploma in Prison and Correctional Management) is prompted by a gap in our training program of Initial Prison Officers Course which was not in conformity to national and international qualification standards. The SADC strategy on prison security, rehabilitation and reintegration demands that we produce work ready officers, who will apply advanced Knowledge in relevant legal, administrative, managerial principles and techniques in implementing strategies, policies and procedures. The Southern African Development Community (SADC) has developed a standard curriculum for the training of Correctional/Prison/Penitentiary officers. Therefore, training of officers of each member state should align with the SADC curriculum hence the need for the Prison Staff College to upgrade its curriculum to the SADC standard.

Moreover, the International Standard Classification of Occupations, 5413 (Prison Guards) and the 2008 Botswana Standard Classification of Occupations 5413 (Prison Guards) aligns to the standard roles of Prison Guards.

Notwithstanding, the HRDC as the advisory body ensures that all sectors benefit and support Government intent

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

to close skills gaps by and or through workplace learning. Thus, it is in line with the Vision that the Education and Training Provider (ETP) seeks to develop and offer a Diploma in Prison and Correctional Management.

The qualifying candidate will be competent in applying relevant legal, administrative and managerial principles and techniques in supporting and implementing strategies, policies and procedures so as to deal effectively with contemporary issues on a tactical level. Therefore, the qualification will produce skilled officers who are effective in applying prison and correctional management techniques and theories in the workplace for improved productivity. In addition, the learners are expected to use Prison Information Management System (PIMS) as outlined in the NDP11 Transitional National Development Plan (TNDP) will be used to administer to support all the departments within the Prison Services.

PURPOSE: (itemise exit level outcomes)

The purpose of this qualification is to produce graduates with advanced knowledge, skills and competences to:

- Apply relevant legal, administrative and managerial principles and techniques within the context of prisons services management in supporting and implementing policies, strategies and procedures.
- Deal effectively with contemporary prison issues on an operational level.
- Implement Offender Rehabilitation and Reintegration Policy and Strategy.
- Implement prison security solutions for safe and secure custody of prisoners.

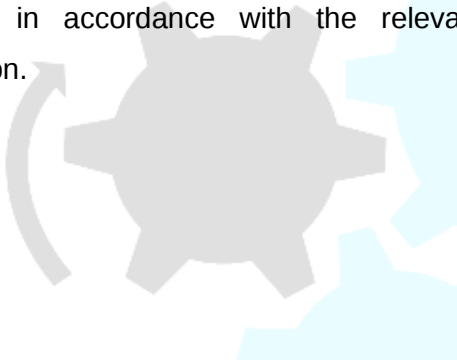
MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

- Certificate IV, NCQF Level 4 (BGSE or Equivalent)
- There will be provision for access through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer in line with applicable relevant policies.

SECTION B

QUALIFICATION SPECIFICATION

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Apply advanced knowledge and understanding of administrative skills, legal and correctional philosophies as well as Prison Security systems and techniques in various work roles for management of inmates in accordance with the relevant legislation. 	1.1 Use the Prisons Act, Regulations and Standing Orders when dealing with stakeholders. 1.2 Implement Prison administration principles, processes and procedures of management in a Prison setting. 1.3 Conduct searches, inspections, patrols and escort duties to manage inmates. 1.4 Use arms and ammunition to uphold security. 1.5 Utilize cyber security knowledge for protection of prison computer system and networks. 1.6 Comply with standard of discipline in the workplace in accordance with the Prisons Act and Regulations. 1.7 Operate high technology security equipment to detect security breaches.
2. Apply advanced skills in drill movements, physical training, unarmed combat and Military Traditions for operational efficiency to maintain order and discipline in a prison setting in accordance with relevant instructional documents.	2.1. Perform Drill movements and Formations in a work setting. 2.2. Display a standard of discipline in carrying out orders in the workplace. 2.3. Apply Physical Training and Sports skills for effective operations within a security setting. 2.4. Use unarmed combat tactics and skills for inmate management during riot disturbances. 2.5. Display knowledge of military traditions in execution of daily duties.
3. Apply advanced rehabilitation skills to correct offender behaviour in accordance with international best practices.	3.1. Use offender risk assessment skills and techniques to aid rehabilitation of offenders. 3.2 Perform procedures of counselling and guidance to identify behavioural challenges and make referrals.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

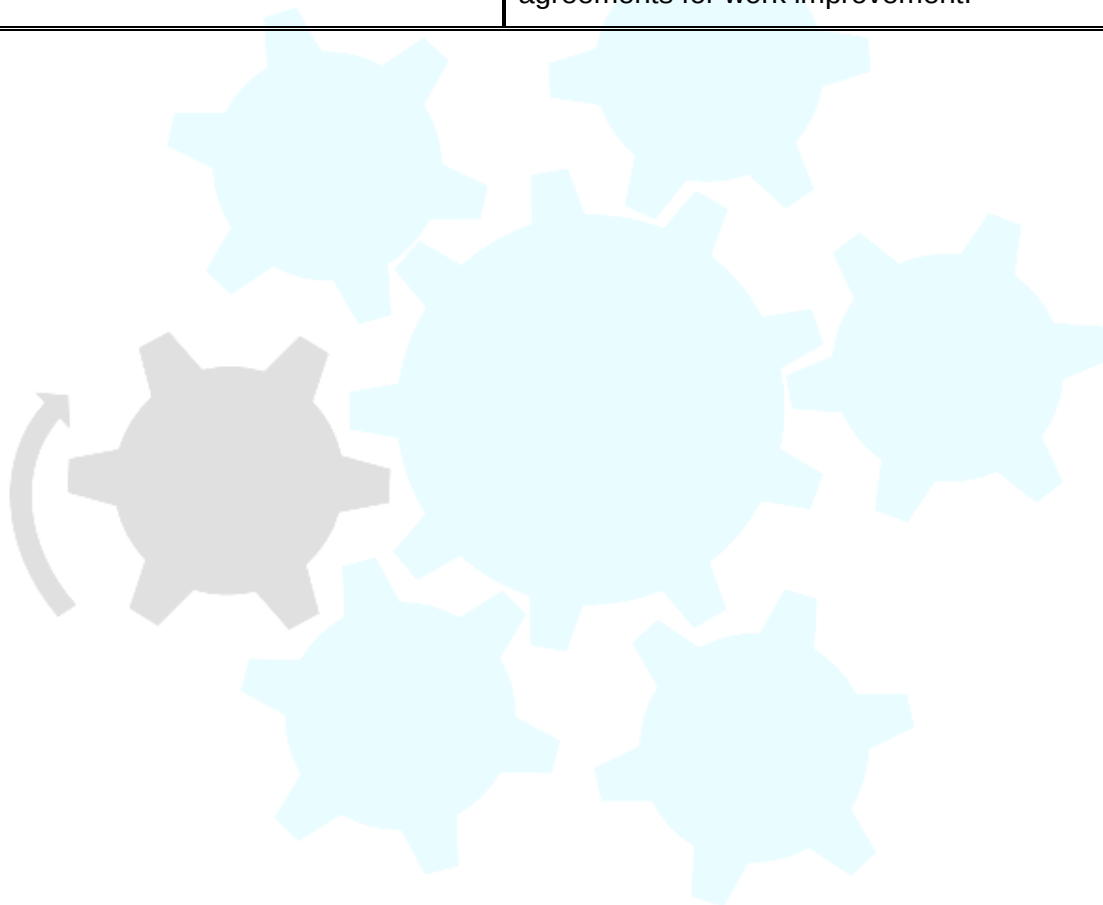
	3.3 Make use of psychological perspectives to manage behaviour at personal and group levels. 3.4 Use Case Management methods to identify inmates' needs for intervention. 3.5 implement principles of social work to provide clientele with relevant support. 3.6 Facilitate education and training to impart offenders with life skills.
3. Perform essential Health Services and Occupational Health and Safety in the workplace in accordance with national health policies.	4.1 Implement occupational health and safety standards in the workplace. 4.2 Perform First Aid services when need arises. 4.3 Use essential health information to provide health care services to Prison community.
4. Apply a wide variety of life skills when dealing with stakeholders.	5.1. Use Prison Information Management System for management of prison data. 5.2. Apply different communication skills when dealing with stakeholders. 5.3. Comply with the National Anti-Corruption Policy to prevent corrupt practices in the workplace. 5.4. Provide care and support to prisoners with regard to HIV/AIDS issues.
6. Apply basic skills in statistics and research to inform prison organizational development.	6.1 Formulate ideas for research based on the appraisal of the need identified. 6.2 Conduct research to inform and improve service delivery in the workplace. 6.3 Use statistical skills to analyze and present data in a prison setting.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

7. Apply concepts of management for work efficiency in a prison setting in line with relevant statutes.	7.1. Enhance service delivery in a prison setting through application of management concepts. 7.2. Exercise financial prudence in daily work interactions. 7.3. Implement conflict resolution skills when dealing with stakeholders. 7.4. Comply with procurement and supplies procedures for work improvement.
8. Apply advanced knowledge of Performance Management in support of service delivery in the workplace.	8.1. Use generic public service standards, principles and procedures for effective customer service. 8.2. Implement guidelines of the Balance Score Card for efficiency in the work place. 8.4. Use performance management and reward systems to guide productivity. Implement Government reforms for effective service delivery.
9. Apply comprehensive knowledge of Public Relations principles to promote the image of the Prison Service.	9.1. Apply public relations skills to uphold organizational reputation. 9.2. Enhance stakeholder relationship for promotion of the corporate image. 9.3. Participate in corporate social responsibility activities. 9.4. Incorporate media handling skills in a work setting.
10. Apply advanced knowledge of the role of Correctional/Prison services in Peace Keeping and Joint Permanent Commission assignments in accordance with UN, AU and SADC protocols.	10.1. Use knowledge of the role of UN, AU and SADC in Peace Support Operations. 10.2. Employ Peace Support skills in execution of their duties. 10.3. Implement the Mandela Rules for humane treatment of offenders. 10.4. Provide care and support to those affected and misplaced during civil unrest.

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

	10.5. Adhere to Joint Permanent Commissions agreements for work improvement.
--	--



	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [5]	Level [6]	Level [7]	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Project/ practical		11		11
	Peace Support Operations		9		9
	Principles of Management		10		10
	Public Service Reforms	4			4
	Corruption Prevention	4			4
	Health		9		9
	Cyber Security		7		7
	Communication and Study Skills		7		7
	Prison Information Management Systems (PIMS)		7		7
	HIV/AIDS in the workplace	4			4

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

	Occupational Health and Safety		8		8
	Public Relations	7			7
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Administration of Prisons		14		14
	Psychology		10		10
	Social work		10		10
	Security and Order in Prison		15		15
	Introduction to the Prison System in Botswana		12		12
	Legal frame work of the Prison system		12		12
	Drill Movements and Formations	26			26
	Physical Education		18		18
	Unarmed Combat	8			8
	Rehabilitation in Prison			12	12
	Case Management		12		12
	Military Traditions	4			4

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

STRANDS/ SPECIALIZATION	<i>Subjects/ Courses/ Modules/Units</i>	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	240
1.	N/A				
	N/A				
2.	N/A				

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

Electives	N/A				



	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
5	57
6	160
7	23
TOTAL CREDITS	240
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
- Fundamental Level 5 = 57 Credits - Core Level 6 = 160 credits - Core Level 7 = 23 credits <u>Total = 240 Credits</u> This qualification is worth a total of 240 Credits and it comprises of 87 fundamentals credits and 153 core credits components. Due to the nature of this course all modules are compulsory; therefore there are no elective components.	

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

ASSESSMENT ARRANGEMENTS

Assessment Combinations:

Both formative and summative assessments will contribute towards the award of credits where the former (formative) will constitute 60% and the latter (summative) will constitute 40% of the final grade.

Formative assessment

Formative assessment or continuous assessment contributing towards the award of credits shall be based on Course outcomes. These include tests, assignments, attachment and practical. The contribution of formative assessment to the final grade shall be 60%.

Summative assessment

Final Examination will be conducted on completion of the modules. All the outcomes of the module will be assessed in the final examination. Final examination will contribute 40% to the final Mark.

MODERATION ARRANGEMENTS

Moderation

There shall be internal and external moderation as a quality assurance measure.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be considered for this qualification where applicable.

CREDIT ACCUMULATION AND TRANSFER

There shall be provision for award of Credits Accumulation and Transfer.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Vertical Learning Progression:

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

- Bachelor of Arts in Criminal Justice Studies.
- Bachelor of Criminal and Correctional Studies.
- Bachelor of Science in Correctional Program.
- Bachelor of Criminal Justice in Correctional Management.

Horizontal Progression:

- Diploma in Criminal Justice.
- Diploma in Social Work.

Employment pathways:

- Prison Officer.
- Security Officer.
- Rehabilitation Officer.

QUALIFICATION AWARD AND CERTIFICATION

Certification and standards for awarding certificates:

- The minimum condition for award is 240 credits as outlined in the rules of combination. The full name of the award shall be: Diploma in Prison and Correctional Management.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Regional Comparability

Similarities

Similarities were observed between the Diploma in Prison and Correctional Management offered in the Prison Staff College (Botswana), Diploma in Correctional and Rehabilitation Studies offered at Tshwane University of Technology (South Africa) and Diploma in Corrections Management offered at UNISA (South Africa).

For example:

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

National Qualifications Framework Level: both Qualifications are at level 6. The main exit outcomes are the same; they stipulate that the graduate will be able to apply relevant legal, administrative and managerial principles and techniques within the context of Prisons Services Management in supporting and implementing policies, strategies and procedures, to deal effectively with contemporary Prison issues on an operational level, implement Offender Rehabilitation and Reintegration Policy and Strategy and also to implement Prison Security Solutions for safe and secure custody of prisoners.

Modules, are the same, even though the names are different, for example; Legal Framework of the Prison System is called Correctional Service Law at Tshwane University of Technology (South Africa), while at University of South Africa (South Africa) is called Introduction to Law and Administration of the Correctional Service Act. Social Work (Crime and Deviance, being a topic embedded in this Module) is Criminology in Correctional Services at Tshwane University of Technology (South Africa) and at University of South Africa (South Africa) they call it Introduction to Criminology: Crime, Offenders and Criminal Behaviour and Introduction to Social Welfare and Social Work and also Introduction to Social Work as a Profession. Rehabilitation in Prison is called Principles of Social Welfare and Rehabilitation at Tshwane University of Technology (South Africa) while at University of South Africa (South Africa) is called Corrections Care and Community Corrections. Administration of Prisons is called Correctional Administration at Tshwane University of Technology (South Africa) while at University of South Africa (South Africa) is called Correctional Services Administration. Case Management is called Correctional Services Administration and Case Management while at University of South Africa (South Africa) is called Introduction to Fundamental Penology.

Assessment strategies and Weightings are also the same, this include among others; assessment approach, Simulation, On the job training, Case studies, Role plays and Provision of RPL.

They are similar in content as Modules and Learning outcomes in comparable institutions are to a large extent similar to what is offered in Prison Staff College although the titles are different.

Differences

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

They have been observed in the following areas:

i. Title of Qualification:

In the set up of the Prison Staff College (Botswana) the qualification has been titled Diploma in Prison and Correctional Management whereas in the setup of Tshwane University of Technology (South Africa) and University of South Africa (South Africa) it is Diploma In Correctional and Rehabilitation Studies and Diploma in Corrections Management respectively. The difference depends on the naming preference for different countries as we are a Prison Service and they are Correctional but the functions are the same.

ii. Credit Value

Noticeable difference is in credit value with Diploma in Prison and Correctional Management at Prison Staff College (Botswana) at 240 credits whereas Diploma In Correctional and Rehabilitation Studies offered at Tshwane University of Technology (South Africa) and Diploma in Corrections Management offered at University of South Africa (South Africa) are 360 credits. The difference is attributed to the modules as shown below.

iii. Modules

Diploma in Prison and Correctional Management (Prison Staff College-Botswana) offers Drill and Weaponry modules which are not offered in Diploma In Correctional and Rehabilitation Studies at Tshwane University of Technology (South Africa) and Diploma in Corrections Management offered at University of South Africa (South Africa). This is due to the fact that Prison Staff College is a paramilitary institution whereas Tshwane University of Technology and University of South Africa are academic in nature.

iv. Duration

The duration of Diploma in Prison and Correctional Management (Prison Staff College-Botswana) is 2years in accordance with the Standards of our country contrary to Diploma In Correctional and Rehabilitation Studies at Tshwane University of Technology (South Africa) and Diploma in Corrections Management offered at University of South Africa (South Africa) which are offered in 3 years respectively.

v. Qualification rules and minimum Standards for the award of the qualification are different for all

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

qualifications.

vi. Education and Employment Pathways are also different in all qualifications.

International Comparability

Similarities

Modules for Diploma in Prison and Correctional Management offered at Prison Staff College (Botswana) and Diploma In Correctional Studies offered at Saskatchewan Polytechnic in comparable institution are to a large extent similar to what is offered in Prison Staff College although the titles are different. For example: Diploma in Prison and Correctional Management at Prison Staff College (Botswana) Legal Framework of the Prison System is called Criminal Law and Criminal Justice System, Social Work (Crime and Deviance is a topic embedded in this Module) is called Criminology

Or Youth Justice and Women in Correction, Rehabilitation in Prison is called Restorative Justice or Introduction to Corrections, Administration of Prisons is called Security Foundations or Elements of Security and Offender Control and Introduction to the Prison System in Botswana is called Introduction to Corrections and Aboriginal Studies. Learning outcomes are also similar in that, the Diploma in Prison and Correctional Management at Prison Staff College (Botswana) state that graduates will be able to apply relevant legal, administrative and managerial principles and techniques within the context of Prisons Services Management in supporting and implementing policies, strategies and procedures while Diploma In Correctional Studies offered at Saskatchewan Polytechnic stipulate that graduates will be able to display professional skills needed for success in the Criminal Justice field, demonstrate strong foundation in rehabilitation and reintegration of offender population and apply best security practice to better manage risk.

NQF levels are the same at level 6. Duration for both Qualifications; Diploma in Prison and Correctional Management at Prison Staff College (Botswana) and Diploma in Correctional Studies offered at Saskatchewan Polytechnic are 2 years respectively. Assessment strategies and Weightings are also the same, this include among others; Integrated assessment approach, Simulation, On the

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.P01.GD02
		Issue No.	01
		Effective Date	01.08.2022

job, Case studies, Role plays and Provision of RPL.

They are similar in content.

Differences

They have been observed in the following areas:

i. Title of Qualification:

The titled of qualification offered at Prison Staff College (Botswana) is Diploma in Prison and Correctional Management whereas at Saskatchewan Polytechnic (Canada) it is titled Diploma in Correctional Studies.

ii. Credit Value

Noticeable difference is in credit value with Diploma in Prison and Correctional Management at Prison Staff College (Botswana) at 240 credits because of the Standards articulated by the governing body of Higher Education (as stated in Botswana Qualifications Authority Manual) of the country whereas Diploma in Correctional Studies offered at Saskatchewan Polytechnic (Canada) is 156 credits.

iii. Modules

Diploma in Prison and Correctional Management (Prison Staff College-Botswana) offers Drill and Weaponry modules which are not offered at Saskatchewan Polytechnic (Canada) it is titled Diploma in Correctional Studies. This is due to the fact that Prison Staff College is a paramilitary institution whereas Saskatchewan Polytechnic (Canada) is purely academic in nature.

iv. Qualification rules and minimum Standards for the award of the qualification are different for all qualifications.

v. Education and Employment Pathways are also different in all qualifications.

REVIEW PERIOD

This qualification shall be reviewed every 5 years