

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER		MANAGEMENT COLLEGE OF SOUTHERN AFRICA (MANCOSA)					
TITLE		Bachelor of Commerce in Accounting			NCQF LEVEL		7
FIELD		Business, Commerce And Management Studies		SUB-FIELD		Accounting	
New qualification		✓		Review of existing qualification			
SUB-FRAMEWORK		General Education		TVET		Higher Education ✓	
QUALIFICATION TYPE		Certificate		Diploma		Bachelor ✓	
		Bachelor Honours		Master		Doctor	
CREDIT VALUE					515		
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>Research conducted by Human Resource Development Council (HRDC) (December, 2016) for the Top 20 Occupations in High Demand indicated that Botswana is currently experiencing a shortage of accounting officers (accountants) in the Tourism Sector (HRDC,December,2016:16). The same document on (p.23) also indicated that there is huge shortage of Financial/ Investments Analysts; Asset Fund Manager; Financial Risk Managers (stocks and bonds), Insurance Underwriters; loss assessors; cost management accountants; Internal and external auditors in the Business and Financial Services Sector among the Top 20 Occupations in High Demand. The HRDC (December, 2016:3) document further indicated that there is a shortage of Investment and Financial Analysts in the manufacturing sector's Top 20 Occupations in High Demand. The Bachelor of Accounting will specifically provide learners with specific skills in Accountancy.</p> <p>The introduction of a Bachelor of Commerce in Accounting aims to meet broader requirements and needs for accountants. It is therefore envisaged that the institution will provide the <i>Bachelor of Commerce in Accounting</i> qualification with a unique character through which it could more effectively develop accountants.</p> <p>Furthermore, a needs assessment survey was conducted to identify the missing gaps of accounting personnel in the labour market. The survey summary presents the findings of the survey, which was carried out to investigate the attractiveness of the accounting qualification. Two categories of surveys were instituted, i.e., one targeting the current and potential students, and the other targeting the public and private sectors. Eight organizations were used, seven from private sector and one from the public sector.</p> <p>The purpose of the <i>Bachelor of Commerce in Accounting</i> is to produce graduates with accounting competencies. They may undertake Accounting officers' positions with responsibilities for maintaining accounting ledgers, trial balance,</p>							

bank reconciliation, control accounts management, taxation, auditing, asset management, consultancy preparing financial statements such as income statements, balance sheet, cash flow statement, consolidated accounts and statement of changes in equity for sole traders, partnerships, companies and group of companies.

ENTRY REQUIREMENTS (including access and inclusion)

- Five relevant subjects at Cambridge, BGCSE or equivalent passed with a minimum of grade C including English Language and a Mathematics / Science subject.
- Students with a diploma or equivalent, and/or are in-service can be admitted in the first semester of year two of the qualification.
- Any relevant vocational qualification at NCQF Levels 5 or 6 in Accounting, Finance, Economics, Business Studies, Human Resource Management and Marketing Management may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies.

QUALIFICATION SPECIFICATION		SECTION B	
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
1. Apply sound accounting theory and practice relevant to the accounting function in business.		1.1. Use disciplinary- and interdisciplinary-based information to take an informed stand in regard to accounting, business and trade policies. 1.2 Undertake a personal role in the accounting and business environments.	
2. Demonstrate the ability to communicate accounting skills in a rational and logical manner.		2.1 Use language effectively to convey ideas and insights intelligibly. 2.2 Evaluate, interpret and generate accounting information from a variety of sources. 2.3 Explain the ramifications of accounting and economic policy and business decisions in a language which is accessible to the general public and various stakeholders in the business community.	
3. Practise the ethics pertinent to Accounting, Business, Commerce and Management and in particular those pertinent to an Accountant and Independent Auditor.		3.1 Apply knowledge and understanding of the ethics implied by corporate governance principles.	

	<p>3.2 Apply knowledge and understanding of the ethics prescribed by the Botswana Institute of Chartered Accountants.</p> <p>3.3 Demonstrate the need to act professionally and ethically to clients, employees and the world at large.</p>
4. Demonstrate an advanced understanding of the theories and practices pertaining to the field of Financial Accounting, Management Accounting, Auditing and Taxation specifically and also in the related fields of business, commerce and management studies.	<p>4.1 Analyse, evaluate and apply advanced business, commerce and management theories and principles to practical situations.</p> <p>4.2 Contribute to the improvement and development (in a limited manner) of principles and procedures in practical situations.</p> <p>4.3 Customise and adapt international business, commerce and management practices and theories to Botswana requirements.</p>
5. Identify and solve problems, specifically pertaining to the field of Financial Accounting, Management Accounting, Auditing and Taxation, but also in the related fields of business, commerce and management studies.	<p>5.1 Recognise problems in the Accounting, Auditing and Taxation fields and related disciplines.</p> <p>5.2 Develop appropriate solutions in the applied accounting sciences' context.</p> <p>5.3 Formulate appropriate responses to resolve both concrete and abstract problems that accountants and auditors are normally confronted with.</p>
6. Demonstrate proficiency in managing the applied accounting sciences' activity and the ability to conduct applied accounting engagements, both assurance and consulting, in diverse business environments.	<p>6.1 Show integrated knowledge of the nature and theory of specific audit engagements and the applied accounting process.</p> <p>6.2 Apply advanced judgmental processes to identify and plan applied accounting assignments for the applied accounting activity.</p> <p>6.3 Express knowledge of information technology, risk based auditing, control frameworks and control systems so as to adequately perform audit assignments and to advise management and audit committees on appropriate practice.</p> <p>6.4 Analyse and evaluate operations within organisations.</p> <p>6.5 Analyse and test control and advise on control systems.</p> <p>6.6 Report findings and follow up on the implementation of applied accounting activities.</p>

	<p>6.7 Establish and manage activities in the areas of financial accounting, management accounting, auditing and taxation.</p> <p>6.8 Monitor the quality of work performed within the activities in the areas of financial accounting, management accounting, auditing and taxation</p>
<p>7. Explain the process of carrying out the assurance (audit) engagement and its application in the context of the professional (audit) regulatory framework</p>	<p>7.1 Explain the qualities, duties and responsibilities of an auditor are described.</p> <p>7.2 Apply relevant auditing legislation.</p> <p>7.3 Evaluate the basic internal controls in auditing.</p> <p>7.4 Apply auditing theory in executing the audit procedures is implemented.</p> <p>7.5 Apply knowledge gained in relevant law and other legislation applicable to public accountants and auditors.</p> <p>7.6 Apply knowledge acquired in demonstrating the principles of internal control.</p> <p>7.7 Apply audit procedure conducting an audit and evaluate the audit process.</p> <p>7.8 Complete an audit report.</p>
<p>8. Show and apply knowledge of the general legal framework and specific legal principles relating to business formation, operation and compliance to the rules and regulations prevailing in the business environment.</p>	<p>8.1 Identify the nature and sources of commercial law.</p> <p>8.2 Outline the legal nature of the registered company as an association and the role of the law in providing for the structure and procedures by which a registered company functions.</p> <p>8.3 Identify and describe the different forms of business enterprises</p> <p>8.4 Interpret the law relating to commercial credit and security and business associations</p> <p>8.5 Explain the law of insolvency and law of agency</p> <p>8.6 Distinguish between the different types of contractual agreements: law of agency; law of contract; law of Sale; law of lease, law of Insurance, franchising and banking</p> <p>8.7 Discuss the application of laws in business enterprises</p> <p>8.8 Explain the process in the termination of obligations or contractual agreements</p>
<p>9 Demonstrate the working knowledge of computers, systems development processes and competences in the use of specific software applications in accounting transactions for the organisation's effectiveness.</p>	<p>9.1 Identify the concepts and problems associated with using computers;</p> <p>9.2 Discuss the benefits of computing to business management and administration;</p>

	<p>9.3 Apply knowledge of applications software to the development of user-oriented solutions to specified user problems;</p> <p>9.4 Select and apply user programmable features of specific software to allow; development of automated, customised and user-friendly applications;</p> <p>9.5 Display competence in the use of applications software and its customisation to meet user needs;</p> <p>9.6 Display a sound knowledge of the theory of and practical skills in Microsoft Windows, Microsoft Word, Microsoft Excel and Microsoft PowerPoint.</p>
<p>10 Apply knowledge and demonstrate technical proficiency in taxation, through showing in-depth knowledge of tax law; the policies underlying systems of taxation, various tax computations and procedures relating to the administration of tax laws and the resolution of disputes with taxing authorities; and in the context of tax rules in Botswana.</p>	<p>10.1 Display thorough knowledge of relevant tax legislations and evaluate the implications of tax legislations in its relevant context according to Botswana tax system</p> <p>10.2 Gain an understanding of fiscal/tax legislation generally and to calculate normal tax, capital gains tax on companies and estate duty</p> <p>10.3 Explain and compute the income tax liabilities for individuals, capital gain tax on individuals, the effect of fringe benefit tax and the effect of retirement benefits</p> <p>10.4 Identify amounts (special inclusions) which should be part of gross income;</p> <p>10.5 Apply the qualifying criteria to determine whether certain amounts are exempt from normal tax;</p> <p>10.6 Explain use the objection and dispute resolution process when a taxpayer is involved in any dispute with the tax authorities.</p> <p>10.7 Explain the concept of a small business corporation and the preferential tax rates;</p> <p>10.8 Explain Value-Added Tax (VAT) and identify the accounting basis to be applied in a VAT system</p>

QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT	Title	Level	Credits
Subjects / Units / Modules /Courses	English Language Skills	5	10
	Principles of Marketing	5	10
	End User Computing	5	10
	Principles of Human Resource Management	5	10
	Fundamentals of Operations Management	6	10

	Principles of Management	6	10
	Fundamentals of Project Management	6	10
	Business Communication	7	15
	Functional Areas of Management	7	15
	Business Ethics	7	15
CORE COMPONENT Subjects / Units / Modules /Courses	Accounting & Finance	6	10
	Business Mathematics	6	10
	Financial Accounting I	7	15
	Financial Accounting II	7	15
	Cost and Management Accounting I	7	15
	Auditing I	7	15
	Taxation I	7	15
	Basic Economics	6	10
	Microeconomics	7	15
	Commercial Law I	7	15
	Macroeconomics	7	15
	Business Statistics	7	15
	Commercial Law II	7	15
	Financial Accounting III	8	15
	Accounting Information Systems	7	15
	Corporate Finance	7	15
	Taxation II	7	15
	Auditing II	7	15
	Financial Reporting I	7	15
	Cost and Management Accounting II	7	15
	Financial Reporting II	8	15
	Research Methods	7	15
	Internship - Work Integrated Learning (WIL)	8	40
	Research Capstone Project	8	15
ELECTIVE COMPONENT Subjects / Units / Modules /Courses Select Two	Tax Law and Practice	7	15
	Audit Practice and Assurance Services	7	15
	Public Sector Accounting	7	15
	Strategic Management	7	15

Rules of combinations, Credit distribution (where applicable):

Level 5 consists of 40 Credits

Level 6 consists of 60 Credits

Level 7 consists of 330 Credits

Level 8 consists of 80 Credits

Total Credits = 515

The credit combination for this qualification is from 130 fundamental components, 355 core components and the remaining 30 is from elective components where candidates can choose any two.

Core Module	Pre-requisite
Accounting and Finance	-
Microeconomics	Basic Economics
Macroeconomics	Microeconomics
Financial Accounting I	Accounting and Finance
Cost and Management Accounting I	Accounting and Finance
Financial Accounting II	Financial Accounting I
Taxation I	Accounting and Finance and Financial Accounting I
Auditing I	Financial Accounting I
Financial Accounting III	Financial Accounting II
Corporate Finance	Management Accounting I
Taxation II	Taxation I
Auditing II	Auditing I
Financial Reporting I	Financial Accounting III
Cost and Management Accounting II	Cost and Management Accounting I
Commercial Law II	Commercial Law I
Financial Reporting II	Financial Accounting III and Financial Reporting I

ASSESSMENT AND MODERATION ARRANGEMENTS

ASSESSMENT STRATEGIES, REQUIREMENTS AND WEIGHTINGS

All assessments, formative and summative, leading/contributing to the award of credits or a qualification should be based on learning outcomes and/or sub-outcomes.

Formative assessment

Formative assessment or continuous assessment contributing towards the award of credits should be based on course outcomes.

The assessment methods for this qualification are by:

1. Test and

2. Assignment.

The contribution to the final mark are as follows:

1. Test – 20%
2. Assignment - 20%

The contribution of formative assessment to the final grade is 40%

Summative assessment

Candidates may undergo assessment including written final examination for each module, which contributes 60 % of the final mark for that module.

To pass a module, a final combined minimum mark of 50% is required.

Furthermore, a sub-minimum of 40% is required in each form of assessment for the candidate to be awarded a grade in each module. A student will not pass a module before writing the final examination solely from obtaining a high pass mark from the assignment because of the sub-minimum requirement in each form of assessment. A student is only considered successfully and eligible for a grade in each module after submitting an assignment, writing a test and final examination and scored a sub-minimum mark of 40% from each of the three forms of assessments.

Internal moderation requirements

The following shall apply for both internal and external moderation in accordance with applicable policies and regulations:

1. Documentation

All necessary documents including: qualification document, alignment matrices, assessment instruments and Assessment criteria/rubrics should be available.

2. Pre-assessment Moderation

Before administering any assessments that contribute towards the award of credits, moderation must take place. This should entail the following:

- Ascertaining that the assessment strategy to be used is appropriate for the learning outcome to be assessed
- Ascertaining that the assessment instrument adequately captures the learning outcomes against which assessment is to be carried out
- Ascertaining whether the assessment tasks or questions can enable the assessor to collect sufficient evidence that is typical of relevant exit level descriptors.
- Checking if the cover page contains all necessary information

- Checking if the assessment instrument layout is appropriate and that wording of assessment tasks or questions is appropriate.
- Checking if the assessment criteria or rubric is consistent with the learning outcomes against which assessment is to be done.

3. Post-assessment Moderation

Moderators must verify that the assessment has been done in compliance with assessment principles. This should include the following:

- checking if all scripts have been assessed using the same criteria.
- verifying if assessment judgments and decisions have been done consistently and that principles such as validity, authenticity, currency and sufficiency have been considered.
- checking if calculation of marks has been done correctly
- checking if necessary records and reports have been completed.

4. Sampling Procedure for Moderation

The total number of scripts to be sampled depends on the total number of candidates. If the number of candidates is 20 or less, the moderator should go through all the papers. For more than 20 candidates, the sample shall be 20 candidates plus 10% of the remaining total number of Scripts. The sample should be representative of the population of candidates in relation to performance, gender, etc.

5. Moderation reports

A moderation report shall capture, but not limited to the following:

- Sample size and sampling procedures
- Observations about the performance of candidates
- Consistency of assessment judgements and decisions
- Assessment instruments and alignment to learning outcomes
- Recommendations for improvement

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) will be considered for academic admission purposes to ensure that applicants who possess skills acquired through life or work experience and non-formal education are catered for. Any relevant vocational qualification at NCQF Levels 5 or 6 in Accounting, Finance, Economics, Business Studies, Human Resource Management and Marketing Management may render the candidate eligible for exemptions or credit transfer in accordance with applicable policies (RPL policy).

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

1. Horizontal Articulation

Graduates of this qualification may consider pursuing related qualifications at this NCQF level 7 such as Bachelor of Business Administration; Bachelor of Commerce in Marketing Management; Bachelor of Commerce in Information and Technology Management and Bachelor of Commerce in Supply Chain Management for purposes of multi-skilling, retooling, etc.

2. Vertical Articulation

Graduates may progress to higher level qualifications at NCQF level 8 such as: The Bachelor of Commerce (Hons) in Accounting; Post Graduate Diploma in Business Management; Post Graduate Diploma in Project Management; Professional Diploma for Chartered Institute of Secretaries and Administrators (CIS) and/or Association of Certified Chartered Accountants (ACCA) and Chartered Institute of Management Accountant (CIMA)

3. Employment pathways

The graduates will have requisite competencies and attributes to work as:

- Accountants (Senior, and Chief),
- Auditors (Senior, Audit Managers),
- Educationist(Accounting),
- Taxation,
- Chief Accounts Managers,
- Chief Accounts Officers,
- Accounts Consultants,
- Senior Level Manager,
- Teller,
- Cashier

QUALIFICATION AWARD AND CERTIFICATION

1. Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated 515 total credits inclusive of the fundamental, core and elective components, to be awarded the qualification.

2. Certification

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

REGIONAL AND INTERNATIONAL COMPARABILITY

1. University of Johannesburg's Bachelor of Accounting, worth 390Credits produces candidates with the following competence: accounting, strategic management, application abilities and auditing skills (see **Annexure 3**: Regional and International Comparability attached).

2. Great Zimbabwe University (GZU): Bachelor of Commerce Degree in Accounting: The complexity of modern day organisations requires a lot of information to facilitate effective decision making within these organisations. The dynamic nature of the business environment drives the need for versatile and disciplined accounting professionals who do not only provide information but skill and proficiency. It is with this in mind that this programme is being offered to meet the demand for financial reporting, auditing.

3. Nelson Mandela Metropolitan University's Bachelors of Commerce in Accounting worth 386 credits develops the following competencies: accounting, strategic management, taxation, auditing, application abilities and research methodology skills.

4. University of South Australia's Bachelor of Accounting worth 300 credits develops the following competencies: accounting, taxation, auditing, business skills, team work, communication skills, research skills and personal skills.

5. Kings' Own Institute (KOI): The Bachelor of Business Accounting satisfies the educational membership requirements for Chartered Accountants Australia and New Zealand (CA), CPA Australia (CPA) and The Institute of Public Accountants (IPA). The Bachelor of Business (Accounting) qualification offers a broad understanding of the concepts and practices of accounting, supported by related areas in finance, law, economics, marketing, information systems, management and statistics. The qualification focuses on preparing students for accounting careers in the modern business environment, specifically preparing students for management roles in the accounting industry. It aims to equip students with decision-making and critical analysis skills required in a professional accountancy practice, as well as a variety of functional areas within business. There is a particular emphasis on the development of professional and personal skills, which underpin success in accounting.

The Bachelor of Commerce in Accounting qualifications offered in countries such as Zimbabwe, South Africa, Ireland, United States of America and New Zealand generally emphasize development of competencies in research on economic, tax management, auditing, cost management, asset management and stock broking at NCQF level 7. The qualifications examined generally follow similar structures and standards, though there are insignificant differences, in that their competencies are more general rather than specific. Great Zimbabwe University and University of Australia has a one-year attachment whilst University of Johannesburg and University of Nelson Mandela has a guided work attachment for a short period at level 7.

This qualification generally compares well with all the qualifications studied since the exit outcomes cover similar scope and depth and are aligned to exit-level descriptors typical of this level and type of qualification as done within the region and beyond as well as competencies required for registration and accreditation with

professional bodies such as Botswana Institute of Chartered Accountants, Association of Certified Chartered Accountant, Chartered Public Accountant and Chartered Institute of Management Accountant.

However, what sets it apart from the qualifications examined is that there is provision for development of attributes such as knowledge and application of skills and competencies in taxation, auditing, asset management, consolidated accounts and financial reporting standards which are critical for developing and equipping the accounting practitioners.

REVIEW PERIOD

The qualification will be reviewed after 5 years after running its full cycle. However, ad-hoc reviews will be undertaken in line with market/environmental changes.

Other information – please add any supplementary information to help the application for this qualification for NCQF Registration.