

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER	BAISAGO UNIVERSITY						
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	480						
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>The Botswana Vision 2036, together with the National Development Plan (NDP 11) seeks to achieve economic diversification through human capital development in the areas of finance and business services. In addition, the Human Resources Development Council 2016 (HRDC) has identified accounting as a top occupation in high demand under the business and finance sector. This was mainly based on the sub-sectors potential for growth and creation of employment, as well as the need for localising the accounting profession. It is against this background that the need for local skills development in the area of accounting to close the above gap was identified.</p> <p>The purpose of the Bachelor of Commerce in Accounting is to equip candidates with the requisite skills and competencies in accounting practices, with emphasis on managerial accounting, cost accounting, auditing, financial accounting, taxation, accounting information systems and the acceptable accounting standards and frameworks.</p> <p>This qualification offers candidates the opportunity to enter several highly respected international professional bodies such as Botswana Institute of Chartered Accountants (BICA), Association of Chartered Certified Accountants (ACCA) and Chartered Institute Management Accountants (CIMA).</p>							
ENTRY REQUIREMENTS (including access and inclusion)							
<p>Candidates must have obtained at least five (5) Credits at BGCSE (or equivalent) including a credit in Mathematics, Accounting, Business Studies or Commerce AND a pass in English language.</p> <p style="text-align: center;">OR</p> <p>Candidates must have completed a relevant level 6 Diploma or its equivalent, from a Recognized Institution.</p>							

OR

Special Entry: Candidates who do not have minimum academic qualifications stated above but have a minimum of three years relevant work experience will be considered. Recognition of Prior Learning (RPL) may be used as an instrument for further assessment of mature-age entry candidates

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
1. Prepare and interpret financial reports in accordance with International Accounting Standard (IAS) 1 to assess the overall financial performance of an organization.	1.1 Define the needs of the various users of accounting data. 1.2 Explain accounting and reporting concepts and the ethical issues involved. 1.3 Prepare financial statements in accordance with the Generally Accepted Accounting Principles (GAAP) and International Financial Reporting Standards (IFRS) (that specifically include IFRS 10 Consolidated Financial Statements; IFRS 11 Joint Arrangements; IFRS 12 Disclosure of Interests in Other Entities 1.4 Draw financial statement forecasts including balance sheets, income statements, and statement of cash flows 1.5 Analyze financial records and business operations in a holistic manner and provide professional advice to the managers. 1.6 Consolidate financial data and communicate findings/recommendations for decision making	
2. Prepare and analyze financial information for tax compliance	2.1 Analyse complex taxation problems in writing 2.2 Apply conceptual understanding of tax to both structured and unstructured problems. 2.3 Apply ethical and professional responsibility issues in tax practice. 2.4 File tax returns for individuals and businesses	
3. Plan and conduct audits according to the set auditing standards and acceptable practices.	3.1 Identify the ethical and legal responsibilities of an auditor in the internal audit profession. 3.2 Set audit objectives in accordance with GAAS	

	<p>3.3 Design audit programs required to achieve the desired audit objectives.</p> <p>3.4 Establish the quality control procedures necessary to ensure that a competent audit is performed.</p> <p>3.5 Use the broad principles of audit sampling techniques</p> <p>3.6 Execute the audit process as per the set audit standards and acceptable practices.</p> <p>3.7 Measure the various levels of persuasiveness of different types of audit evidence</p> <p>3.8 Analyse the outcome from the observations obtained from the audit work performed.</p> <p>3.9 Formulate conclusions from the audit through different types of audit reports</p>
4. Analyse and select appropriate costing methods and techniques to calculate costs and construct budget statements	<p>4.1 Determine the role of cost and management accounting in the management process.</p> <p>4.2 Establish how different concepts are used for identifying costs and according to the purposes for which those costs are needed.</p> <p>4.3 Apply the Cost-Volume-Profit model in decision-making and corporate performance management and the limitations of its use.</p> <p>4.4 Evaluate the different costing systems that operate in organizations.</p> <p>4.5 Prepare budgets to assist management in their decision making and policy formation activities</p> <p>4.6 Assess the role of budgeting within the planning process</p> <p>4.7 Explain how a standard costing system operates.</p> <p>4.8 Prepare variances for performance management.</p>
5. Apply financial management principles and concepts to ensure the firm's competitiveness and increase its value	<p>5.1 Define the scope of financial management and its objectives</p>

	<p>5.2 Interpret the concepts of present value, future value and their application</p> <p>5.3 Apply the theory of and models of security valuation to various examples of debt and equity securities.</p> <p>5.4 Use different investment appraisal techniques and determine whether the investment should be accepted or not.</p> <p>5.5 Determine appropriate method of funding for investments</p> <p>5.6 Examine the principles of effective management of working capital.</p>
6. Assess and adhere to the ethical and regulatory environment in accounting	<p>6.1 Identify the regulatory environment that impacts the accounting profession.</p> <p>6.2 Practice within the professional, ethical, and legal parameters of the accounting profession.</p> <p>6.3 Examine the ethical and social responsibilities of accountants in ensuring the integrity of financial information</p> <p>6.4 Apply the external legal and regulatory framework to financial reporting</p>
7. Demonstrate the knowledge of basic principles of risk management	<p>7.1 Identify the financial risks facing the organization</p> <p>7.2 Use relevant tools and techniques to control and manage financial risk</p> <p>7.3 Analyse and comprehend the environment in which investments and the equity markets operate</p> <p>7.4 Choose the appropriate technique to employ according to the nature of the risk and the regulatory guidelines</p>

QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Not applicable		
CORE COMPONENT Subjects / Units / Modules /Courses			
	Financial Accounting I	6	12
	Principles of Business Management	6	12
	Micro Economics	6	12
	Business Communication	6	12
	Business Mathematics	7	12
	Financial Accounting II	6	12
	Principles of Marketing	6	12
	Macro Economics	6	12
	Computing & Information Skills	6	12
	Organisational Behaviour	6	12
	Cost Accounting	7	12
	Commercial Law	6	12
	Accounting Systems in a Computer Environment	7	12
	Corporate Governance and Business Ethics	7	12
	Audit and Assurance	7	12
	Management Accounting	7	12
	Taxation	7	12
	Corporate Law	7	12
	Accounting Theory	7	12
	Strategic Management	7	12
	Advanced Cost and Management Accounting	8	18
	Financial Accounting III	7	12
	Global Business Environment	7	12
	Advanced Auditing and Assurance	8	18
	Industrial Attachment	7	60
Core modules Levels 3 Semester 1 to Level 4 Semester 2			

	Financial Management	7	12
	Financial Accounting IV	7	12
	Econometrics	7	12
	Research Methods	7	12
	Advanced Taxation	8	18
	Public Sector Finance & Accounting	7	12
	Research Project	7	24
ELECTIVE COMPONENT Subjects / Units / Modules /Courses			
	Enterprise Risk Management	7	12
	Financial Modelling	7	12
Rules of combinations, Credit distribution (where applicable):			
<p>Level 6 consists of 120 credits</p> <p>Level 7 consists of 312 credits</p> <p>Level 8 consists of 54 credits</p> <p>Total credits = 486</p>			

ASSESSMENT AND MODERATION ARRANGEMENTS

Assessment

All assessments which are leading to the award of the qualification should be based on learning outcomes and associated assessment criteria.

i. Formative assessment

The weightings for the Formative Assessment component which contributes to the awarding of credits is to be weighted as follows:

- 2 Assignments - 13%
- Test -14%
- Mid-Term Mock Examinations - 13%

The weighting of formative assessment is 40 % of the Final assessment mark.

ii. Summative assessment

- Final examinations

The weighting of summative assessment is 60 % of the Final assessment mark.

Internal moderation requirements

- i. All assessment instruments should be internally moderated before administration
- ii. All marked scripts should be moderated internally
- iii. The preparation of the moderation should be accompanied by the Assessment Matrix.
- iv. Reports and associated documents to be in place for external moderation should include but not limited to:
 - Qualification document
 - Assessment Instrument
 - Assessment design and alignment matrix
 - Marking key
 - Internal Moderation report
 - List of candidates and scores attained (Module – wise report)
 - Examination Attendance register

External moderation requirements

External moderation is a final check, by external subject experts, that the examination and marking is at the right standard for the type and level of the qualification. External moderation exercise may lead to a decision to change marks. Each sub-field will have a Substantive External Examiner.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) is a form of assessment for eligibility into the qualification. It allows recognition of skills and knowledge acquired through informal learning such as work or life experience. RPL is granted where the candidate is able to provide sufficient evidence of their competence in a module as determined by the appointed RPL Assessor. A qualification at levels NCQF 5 or 6 may render a candidate eligible for exemptions if any, as the University accepts such qualifications. The University also does recognize other formal Prior Learning that includes Certificates and Diplomas appropriate to the qualification.

Candidates wishing to apply for RPL assessment submit their applications three months prior to the commencement of the qualification they seek to enroll in. All prospective students will complete an application form and attach all required evidence, in the form of the following:

- In-house training certificates
- Examples of work produced
- Workplace reference
- Statement of duties
- Project Work
- Newspaper cuttings of achievements

- Minutes of meetings attended or conducted
- Documents showing organizing/supervisory skills
- Awards, commendations, certificates of merit

All evidence presented will reviewed and matched against the Performance Criteria stated in the Unit of Competency. It may be necessary to ask questions about the evidence or ask the candidate to perform an activity or undergo a test to provide evidence where there are gaps between what has been provided and what is required.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

Horizontal Articulation:

- Bachelor of Commerce in Finance
- Bachelor of Commerce in Banking & Finance
- Bachelor of Science in Management Accounting
- Bachelor of Business Administration in Internal Audit

Vertical Articulation

- Master of Science in Accounting
- Master of Business Administration (MBA)
- Master of Science in Finance

Employment Pathways

- Accounting Officer
- Tax Consultants
- Financial advisors
- Asset Managers
- Auditors
- Cost Accountant
- Credit Analysts
- Treasury Analyst
- Budget Analyst

QUALIFICATION AWARD AND CERTIFICATION
Candidates meeting the prescribed requirements will be awarded the qualification in accordance with the qualification composition rules and applicable policies. To be eligible for the award of the Bachelor of Commerce in Accounting, candidates should have obtained a minimum of 480 credits.
REGIONAL AND INTERNATIONAL COMPARABILITY
<p>This qualification was benchmarked with the following:</p> <ul style="list-style-type: none"> • Bachelor of Business Administration in Accounting (BBA) - (Solusi University) • Bachelor of Science (Honours) Accounting & Finance (Buckinghamshire New University (UK). <p>The proposed degree qualification has similarities especially in scope with the local, regional and international qualifications presented in this matrix. All the qualifications are intended to provide the skills, knowledge and competency in accounting practices, with emphasis on managerial accounting, cost accounting, auditing, financial accounting, taxation, accounting information systems. The qualification covers the theoretical aspect structured through taught modules and the practical aspect through a compulsory industrial attachment. This approach is similar to SOLUSI University.</p> <p>Despite the similarities noted, there are differences in the number of credits and duration amongst these qualifications. Whilst the proposed qualification runs for 4 years, with a minimum credit value of 480, the SOLUSI University's qualification attracts a minimum credit value of 117 for a period of 4 years. The Buckinghamshire New University's Bachelor of Science (Honours) Accounting and Finance runs for a minimum of 2 years for a minimum credit value of 360.</p>
REVIEW PERIOD
This qualification will be reviewed after 5 years upon registration. However, the qualification can still be reviewed any time sooner than 5 years as and when a need arises.