

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS											
QUALIFICATION DEVELOPER (S)	University of Botswana, BA ISAGO University, BOTHO University, and New Era College										
TITLE	Bachelor of Commerce in Accounting						NCQF LEVEL	7			
STRANDS (where applicable)	N/A										
FIELD	Business, Commerce and Management Studies						CREDIT VALUE	480			
SUB FIELD	Accounting										
New Qualification		Legacy Qualification					Renewal Qualification				✓
							Registration Code				
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											
<p>RATIONALE:</p> <p>Transformational changes are re-shaping the roles accounting performs within organizations and society. According to the World Economic Forums report on the demand for future jobs globally, it is the extremity of these changes that has led to an accelerating demand for data analysts and scientists. Accounting, they observe, has the requisite behaviours and competencies that overlap with these future-in-demand roles (World Economic Forum, 2020). Similarly, it is projected that the employment of accountants and auditors will grow by 4 % from 2019 to 2029 as it is closely tied with the growth in</p>											

overall economic factors since economic growth creates a demand for personnel required to prepare and examine financial records (US Bureau of Statistics, 2021). In the context of Botswana, the Human Resource Development Council's report on Priority Skills and Employment Trends of 2019 notes that finance managers, internal and external auditors, cost accountants and financial managers have the soft skills that are required by top occupations in Botswana. Economic diversification drive, Public Private Partnership initiative and privatization drive are among the key factors contributing to the high demand of financial reporting and examining skills in both small and large business firms in the country. The Botswana Institute of Chartered Accountants in Botswana (BICA) decried the persistent shortage of Accountants in Botswana, subsequently calling for tertiary institutions to increase the production of accountants (BICA, 2016).

Since 1995 three major needs assessment exercises have been conducted by the Education and Training Provider to determine the relevance and demand for accounting degree qualification in Botswana. All three inquiries confirmed the relevance of the accounting qualification.

Furthermore, the needs survey carried out in 2016 established that employees were not only satisfied with graduates from the accounting qualification offered by universities in Botswana, but that these graduates have a richer knowledge-base when compared to graduates from many universities in the region. Thus, the need for the Bachelor of Commerce in Accounting qualification continues to exist in Botswana and across the globe.

Over the last four years, the Bachelor of Commerce in Accounting has continued to attract a significant number of students across different education and training providers. For instance, enrolment statistics from the University of Botswana indicate that a total of 159 students were enrolled 2021, 178 in 2022, 168 in 2023 and 171 in 2024. These enrolment trends demonstrate the qualification's continued relevance and demand in the market.

Furthermore, the Employer Satisfaction Survey (BA ISAGO University, 2022) revealed that employers were generally satisfied with graduates' performance in meeting organizational needs, as well as their level of preparedness for the workplace. Graduates proficiency level was rated excellent on key skills such as financial accounting, financial research and analysis, auditing and ICT software applications.

Graduation and absorption rates vary across institutions, due to differences in enrolment figures. However, there has been a consistently positive uptake of accounting graduates across both governmental and private sector organizations, reflecting strong market demand for their skills and competencies.

PURPOSE: (Itemise exit level outcomes)

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

- Prepare financial statements of various business and non-business entities using applicable financial reporting framework and effectively present financial information to diverse stakeholders.
- Apply ethical principles and comply with legal and regulatory frameworks in preparing cost and management accounting reports to facilitate management decision making.
- Identify, analyse, and solve complex financial and accounting challenges and make strategic decisions informed by financial data and economic insights.
- Apply relevant taxation and auditing standards, laws and regulations applicable to external and internal auditing services.

Pursue professional qualifications and certification, such as:

- a) BICA – Botswana Institute of Chartered Accountants
- b) Certified Internal Auditor (CIA) by Institute of Internal Auditors (IIA)
- c) Chartered Financial Analyst (CFA)
- d) ACCA Association of Chartered Certified Accountants (ACCA)
- e) Chartered Institute of Management Accountants (CIMA)
- f) Chartered Institute of Public Finance and Accountancy (CIPFA)

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

- i. Applicants must have a minimum of Certificate IV, NCQF Level 4 (TVET/GE) or equivalent.
OR
- ii. Candidates who do not meet the minimum academic qualifications stated above will be considered through the Recognition of Prior Learning (RPL) process which shall be administered according to the National RPL Policy. There will also be provision for Credit Accumulation Transfer to the learner in case they transfer in from another institution as per National Policy on CAT

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>1. Interpret financial statements and reports for different entities and provide advice on entities' financial performance.</p>	<p>1.1 Apply accounting and financial management principles and practices in recording financial transactions to minimize the risk of erroneous financial reporting.</p> <p>1.2 Prepare accurate financial statements and management reports of business entities, and of non-profit organizations in accordance with applicable international accounting standards.</p> <p>1.3 Evaluate the appropriateness of accounting policies used to prepare financial statements to ensure uniformity in transactions preprocessing.</p> <p>1.4 Evaluate business performance using financial tools, techniques and data in finance and financial management for decision making purposes.</p> <p>1.5 Develop strategies to address complex financial and accounting issues in a business setup.</p> <p>1.6 Apply accounting principles to international business environments.</p>
<p>2. Utilise cost and management accounting methods and techniques to support management decision making processes.</p>	<p>2.1 Determine the role of cost and management accounting in the management process.</p> <p>2.2 Select appropriate costing methods and techniques to calculate costs and construct budget statements.</p> <p>2.3 Develop budgets, forecasts, and financial plans.</p> <p>2.4 Apply the Cost-Volume-Profit model in decision-making and corporate performance management and the limitations of its use.</p>

	<p>2.5 Apply management accounting techniques, including standard costing and variance analysis, in controlling organisational activities.</p> <p>2.6 Evaluate the different costing systems used in organizations.</p> <p>2.7 Prepare relevant reports to support management decision making, including reports that focus on planning and budgeting, quality control and performance measurement.</p>
<p>3. Apply tax laws and regulations to personal and corporate scenarios.</p>	<p>3.1 Demonstrate understanding of the legal and regulatory frameworks governing accounting practices.</p> <p>3.2 Demonstrates knowledge of relevant laws, regulations, and standards (e.g., IFRS, GAAP).</p> <p>3.3 Apply ethical principles in accounting practices</p> <p>3.4 Complete tax returns of individuals and business entities to facilitate tax liability assessment.</p> <p>3.5 Evaluate frameworks and principles of Income Tax Law and Practice in Botswana and provide a reasoned advice on their application to individuals and business entities based on specific work environment.</p> <p>3.6 Apply ethical standards in auditing processes.</p> <p>3.7 Execute audit techniques in gathering and evaluating evidence about fair presentation of financial statements of various entities.</p> <p>3.8 Evaluates financial risks and proposes viable solutions.</p> <p>3.9 Assess the risks of material misstatement in the financial statements to guide the design of appropriate audit tests.</p>

	<p>3.10 Efficiently conduct internal audit which include planning the assignment, performing internal audit procedures, carrying out completion procedures and reporting the findings of the audit.</p>
<p>4. Exhibit advanced knowledge of fundamental business disciplines, such as marketing, human resources, governance, and strategic management.</p>	<p>4.1 Assess the role of internal and external factors that affect business operations.</p> <p>4.2 Design strategic business plans, models and value propositions.</p> <p>4.3 Interpret financial, operational, and market data for decision-making.</p> <p>4.4 Develop budgets, forecasts, and performance metrics.</p> <p>4.5 Develop innovative solutions to business problems.</p> <p>4.6 Distinguish between different types of market structures, including perfect competition, monopolistic competition, monopoly and oligopoly and assess their impact on organisational performance.</p> <p>4.7 Demonstrate specialized knowledge to advice on strategy formulations, implementation and evaluation concepts and techniques at the workplace.</p> <p>4.8 Assess international, regional, local government and industry specific legal and regulatory frameworks that impact organisational operation and provide advice to management.</p> <p>4.9 Identify key elements in business contract formation, acceptance, breach, obligation, cancellation and contractual capacity and advice management accordingly.</p>

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	<p>4.10 Practice ethical behavior and sustainable business practices.</p> <p>4.11 Present financial information effectively to stakeholders through reports and presentations.</p> <p>4.12 Communicate clearly with stakeholders about company activities and strategies</p>
<p>5. Apply database technologies, networking skills and accounting packages in financial accounting and reporting context.</p>	<p>5.1 Effectively use accounting software and technology for efficient data management and analysis.</p> <p>5.2 Demonstrates proficiency in spreadsheet modelling and financial forecasting.</p> <p>5.3 Articulate key issues, risks and controls associated with the application of Information System for accounting and business decision making.</p> <p>5.4 Leverages technology to improve business processes</p>
<p>6. Demonstrate research and analytical skills by identifying and analysing critical data in a given complex situation.</p>	<p>6.1 Demonstrate competent research skills, in accounting, finance and business management by using scientific method of investigation, testing and evaluation of statistical data.</p>

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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [5]	Level [6]	Level [7]	
FUNDAMENTAL COMPONENT	Business Communications	12			12

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Subjects/ Courses/ Modules/Units					
	Introduction to Information Systems	12			12
	Microeconomics	12			12
	Business Law	12			12
	Quantitative Methods I	12			12
	Principles of Management		12		12
	Quantitative Methods 11		12		12
	Macroeconomics		12		12
	Principles of Marketing		12		12
	Information Technology		12		12
	Company Law			12	12
	Human Resources Management/Organisational Behaviour			12	12
	TOTAL				144
CORE COMPONENT Subjects/Courses/ Modules/Units	Introduction to Accounting	12			12
	Cost Accounting		12		12
	Corporate Governance/Ethics in Accounting		12		12
	Financial Accounting 1		12		12

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	Financial Management 1		12		12
	Cost & Management Accounting			12	12
	Public Sector Accounting			12	12
	Management Accounting			12	12
	Principles of Auditing / Auditing 1			12	12
	Taxation Principles/ Taxation 1			12	12
	Financial Reporting 1			12	12
	Accounting Information Systems			12	12
	Business Research Methods			12	12
	Taxation Applications/ Taxation 11			12	12
	Strategic Management			12	12
	Financial Reporting 11			12	12
	Financial Accounting 11			12	12
	Financial Management 11			12	12
	Auditing Application/ Auditing 11			12	12
	Research Proposal			12	12
	Research Report Project			12	12

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	Industrial Attachment			60	60
	TOTAL				312
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	
1.					
2.					
ELECTIVE/ OPTIONAL COMPONENT	Public Sector Auditing			12	12
	Internal Auditing			12	12
	Financial Institutions and Markets			12	12
	Entrepreneurship			12	12
	Project Management			12	12
	Forensic Accounting			12	12
	Financial Technology			12	12
	Business Analytics			12	12
	Intermediate Microeconomics			12	12
	TOTAL	Two Electives		2*12	24
TOTAL					480

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
5	72
6	108
7	300
TOTAL CREDITS	480

Rules of Combination:

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

The credit distribution is made up of **144** credits from the fundamental component, **312** credits from the core component and **24** credits from the elective component, where they choose 2 electives. The total credits amounting to **480** Credits.

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ASSESSMENT ARRANGEMENTS

All assessments which are leading to the award of the qualification must be based on learning outcomes and associated assessment criteria. Assessment will be conducted by Assessors who have been registered with Botswana Qualifications Authority (BQA). The assessments will be as follows:

1. Formative Assessment

The weighting of formative assessment is 60 % of the final assessment mark.

2. Summative Assessment

The weighting of summative assessment is 40 % of the final assessment mark.

MODERATION ARRANGEMENTS

There will be provision for internal and external moderation, conducted by Moderators registered with Botswana Qualifications Authority (BQA).

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be applicable for consideration for award in this qualification, in line with RPL institutional policies on the same.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification, in line with RPL institutional policies on the same.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

1. Horizontal Articulation (related qualifications of similar level that graduates may consider)

- Bachelor of Arts (Social Science)
- Bachelor of Finance

2. Vertical Articulation (qualifications to which the holder may progress to)

- Masters in Accounting
- Master's in Business Administration
- Botswana Institute of Chartered Accountants (BICA)
- Association of Certified Chartered Accountants (ACCA)
- Chartered Institute of Management Accountants (CIMA)
- Chartered Institute of Public Finance and Accounting (CIPFA)

Employment Pathways

Qualifiers of Bachelor of Accountancy can secure employment in Commerce and Industry, Public Practice, Government and non-profit organisations as:

- Accounting Technician
- Cost Accountant
- Management Accountant
- Internal Auditor
- External Auditor
- Tax Administrator
- Financial Advisor
- Professional Accountant (i.e. After sitting and passing professional qualification examinations)

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. A certificate will be issued to learners who are awarded the qualification.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The Bachelor of Commerce in Accounting qualification was benchmarked with the following regional and international qualifications:

- Bachelor of Commerce in Accounting – University of Johannesburg (South Africa)
- Bachelor of Commerce in Accounting – University of Witwatersrand (South Africa)
- Bachelor of Science Accounting – University of Manchester(UK)

The benchmarking exercises revealed that the proposed Bachelor of Commerce in Accounting favourably compares to other regional and international qualifications. All the qualifications are pitched at Level 7, which is denoted using the specific framework adopted by each country (NCQF, NQF, FHEQ). Furthermore, the proposed qualification shares a common title with University of Johannesburg and University of Witwatersrand qualifications. However, there is a slight difference in relation to the title adopted by University of Manchester University, which has a Bachelor of Science as designator. The qualifications also have a common goal in terms of capacitating graduates with

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knowledge, skills, competencies and appropriate attitudes for identifying, analysing, evaluating and solving problems in the following underlying core modules: Accounting; Auditing; Taxation and Financial Management.

Generally, the three qualifications benchmarked with are similar to the proposed Bachelor of Commerce in Accounting in that all of them, by and large, cover competence areas stipulated by the International Education Standards 2 of the International Federation of Accountants (IFAC, 2019). These key areas include Financial Accounting and Reporting, Management Accounting, Finance and Financial Management, Taxation, Audit and Assurance, Governance, Risk Management and Internal control, Business Laws and Regulations, Information Technology, Business and organizational environment, Economics and Business Strategy and Management. In addition, both formative and summative forms of assessment are used to test learner's knowledge and application across all qualifications.

Based on the qualification frameworks used by each country, there are some differences in terms of credits and duration of study. The proposed qualification carries 480 credits and runs for 4 years while all other qualification compared with run for 3 years. The University of Johannesburg qualification carries 4credits while the qualifications for University of Witwatersrand and University of Manchester University carries 360 credits respectively.

In terms of articulation, all the qualifications have common education and employment progression pathways. All qualifications horizontally articulate to master's degree and/or professional qualifications. In addition, the qualifications have similar employment pathways such as Financial Manager, Accountant, Internal Auditor and Tax Consultant.

REVIEW PERIOD

The qualification will be reviewed after five years upon registration.

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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	



BOTSWANA
Qualifications Authority