

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION								SECTION A
QUALIFICATION DEVELOPER		Logan Business College						
TITLE	Bachelor of Commerce In Business Project Management					NCQF LEVEL	7	
FIELD	Business, Commerce and Management Studies			SUB-FIELD	Project Management			
New qualification	√	Review of existing qualification						
SUB-FRAMEWORK	General Education			TVET		Higher Education	✓	
QUALIFICATION TYPE	Certificate			Diploma		Bachelor	✓	
	Bachelor Honours			Master		Doctor		
CREDIT VALUE					526			
1. RATIONALE AND PURPOSE OF THE QUALIFICATION								
<p>1.1. PURPOSE AND RATIONALE OF THE QUALIFICATION Logan Business College conducted an extensive market survey prior to the designing of the qualification to establish the existence of the demand and relevance of the Degree qualification. During the process critical skills gaps were identified in Business and Project Management Industry.</p> <p>1.1.1. Rationale The development of the qualification was guided by the Education and Training Sector Strategic Plan (ETSSP 2015-2020) for the provision of quality and relevant education. The ETSSP was aimed at reforming the education system and addressing issues of poor performance in the sector, National Development Plan 11 (NDP11, 2017 -2023, Page 118). The Human Resource Development Council, (HRDC, 2016-2021, Page 119), through the 14 HRDC Sector Committees started to address the problem of skills mismatch, in order to produce a globally competitive Human Resource. Vision 2036, achieving prosperity for all, under Pillar 2, Human and Social Development aimed at education and skills development, ensure that Botswana society will be knowledgeable with relevant quality education that is outcome based, with emphasis on education with production, (Vision 2036, Page 31). Statistics Botswana through its data portal led the 2030 agenda for sustainable development and refined its mandate through sustainable development goals. Goal number 4 was aimed at leading quality education to ensure inclusive and equitable quality education and promote lifelong learning opportunities for all, (http://botswana.opendataforafrica.org). Botswana Qualifications Authority (BQA) in consultation with HRDC Sector Committees developed fields that every qualification that is developed in the economy of Botswana should meet the sector supply and demands. Therefore, The Bachelor of Commerce Business Project Management was developed to meet Field 2: Business, Commerce and Management Studies subfield. Therefore, Logan Business College (LBC) in its quest developed a robust home grown qualification that meets the demands of the niche market. The qualification has unique modules that are relevant for ensuring unique skills for Higher Education.</p> <p>After 2005, The Government of Botswana established Botswana Qualification Authority (BQA) to accredit local institutions both public and private and to ensure that quality qualifications were developed and accredited. Through the department of Curriculum Design and Development, Logan Business College developed a robust home grown Bachelor of Commerce Business Project</p>								

Management that meets with the national and economical needs of Botswana in the training of Business and Project Managers related field.

Logan Business College conducted the Market Survey to establish the existence of the demand and relevance of the qualification in the Industry. The institution used two data gathering systems, the breakfast stakeholder meeting and the questionnaires. The breakfast meeting revealed that most Government, Parastatals, Private Companies and District Councils. The questionnaire was also used to establish the Skills demands in the Industry.

Student need Analysis

The developer conducted a student needs survey using the questionnaire to measure the impact of the qualification in the development of knowledge, skills and competencies in the industry and Botswana economy at large. 100 students were randomly sampled. 80% of the students were interested to take the degree qualification with passion and consideration that it meets with the skills demands of the industry and employability.

1.1.2. PURPOSE OF THE QUALIFICATION

The fundamental mission of Business Project Management undergraduate qualification is to educate and train high caliber, technology literate Business and Project Managers with ethical values who are equipped with up-to-date information and who have the ability to make decisions and put them into action. The Bachelor of Commerce in Business Project Management was developed to equip the students with the following skills:

- Business and Project techniques
- Information technology skills applied in the finance sector.
- Budgeting and Managing project finances
- Project monitoring and evaluation

Students graduating from the Bachelor of Commerce in Business Project Management will have the ability to transform the theoretical knowledge obtained throughout their studies into practice, through learning how to utilize rapidly developing information technologies widely used by the Business Project Management sector. Graduates will have job opportunities in the Business Project Management sector as well as in other sectors to work as Project officers, Project managers, etc.

2. ENTRY REQUIREMENTS (including access and inclusion)

2.1. ENTRY REQUIREMENTS

- BGCSE - Botswana General Certificate of Secondary Education, best 6 subjects With a C or better in English, Mathematics and Commerce for the 480 credits bachelors.
- IGCSE - International General Certificate of Secondary Education, best 6 subjects With a C or better in English, Mathematics and Commerce.
- IGCSE "A" Level achievement to enter into the 360 Credits qualification.
- Graduate with NCQF Level 5, Certificate in the related field qualify for entry into the qualification to enter into the 360 Credits degree.



BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

- Mature Entry with "O" Level passes and at least 2 years' experience in related field and a letter from employer confirming experience and Training on the Job will be accepted.
- Recognition of Prior Learning (RPL) is prospective students who have on-the-job Training and were assessed by the employer to confirm competence.

3. GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
By the end of the qualification students will be able to:	
<p>3.1. Understand the concept of Business Management through examining the competitive environment, corporate strategies to deal with internal and external environmental factors.</p>	<p>3.1.1. Define Business Management. 3.1.2. Provide the meaning of Management Theory. 3.1.3. Describe the five functions of management. 3.1.4. Apply different ways of managing people and communication. 3.1.5. Apply different strategies of organizational Management. Simulate observations on the management process and skills. 3.1.6. Analyze Internal and External Environmental Factors. 3.1.7. Examine the competitive environment.</p>
<p>3.2. Demonstrate knowledge of key areas of modern project management, organization strategy and project selection, developing a project plan and scheduling resources, project risk analysis, work breakdown structures, and project networks.</p>	<p>3.2.1. Demonstrate knowledge of planning, controlling, and coordinating individual and group efforts including overview of modern project management. 3.2.2. Show understanding of a project and developing a project plan, scheduling resources, project risk analysis, work breakdown structures, and project networks. 3.2.3. Describe the role of project managers identifying the range of matters that are their concern and the qualities they need to display. 3.2.4. Explain the central role of quality management in project planning and control.</p>
<p>3.3. Develop Entrepreneurship skills for entrepreneurship and development of a business plan for small business management and Use a business model to adventure into the real world business approach.</p>	<p>3.3.1. Describe the nature of entrepreneurship and the characteristics of successful and effective entrepreneurs and innovators. 3.3.2. Analyze the general external environment, identify entrepreneurial opportunities and research their feasibility. 3.3.3. Introduce, plan and manage entrepreneurial ventures. 3.3.4. Develop organizational vision and mission, in particular how to develop vision and mission statements. 3.3.5. Prepare Financial Projections. 3.3.6. Prepare a strategic business plan.</p>
<p>3.4. Manage projects taking into consideration the works and costs involved and the planning, scheduling, budgeting and controlling project activities using computerized techniques.</p>	<p>3.4.1. Demonstrate an understanding of Project Management Computer Systems. 3.4.2. use software to create common project management systems 3.4.3. Use specialized Applications to perform a variety of tasks in project management;</p>

	<p>3.4.4. Manage electronic files and folders</p> <p>3.4.5. Manage information, using database software</p> <p>3.4.6. Use presentation software to create and deliver effective presentations</p>
<p>3.5. Connect business innovative mind by stimulating new and different ways of creativity and innovation to daily challenges.</p>	<p>3.5.1. Demonstrate innovative ideas, which stimulate business ventures.</p> <p>3.5.2. Apply creativity and innovation to daily challenges.</p> <p>3.5.3. Implement Major Innovations.</p> <p>3.5.4. Create ways to boost their careers.</p> <p>3.5.5. Harness creative thinking to boost productivity and revenue.</p> <p>3.5.6. Assess the competitive advantage of a company.</p> <p>3.5.7. Invent new products or services for a changing market.</p> <p>3.5.8. Combine existing ideas or products into new design.</p>
<p>3.6. Predict sales of the product or services through marketing activities with its customers.</p>	<p>3.6.1. Use core marketing concepts to evaluate marketing scenarios</p> <p>3.6.2. Analyze and assess complex marketing challenges</p> <p>3.6.3. Evaluate quantitative and qualitative analysis</p> <p>3.6.4. Develop an integrated marketing plan</p> <p>3.6.5. Develop a comprehensive marketing analysis.</p> <p>3.6.6. Build a persuasive argument.</p> <p>3.6.7. Discuss with peers with the aid of visuals how marketing activities are conducted. Oral presentation will be done to consolidate the ideas.</p>
<p>3.7. Evaluate corporate strategy attend to issues such as the development, management, and deployment of the firm's resource- and capability-base across different businesses and environments Covering the formulation and implementation of strategies by corporations and businesses.</p>	<p>3.7.1. Assess the challenges and opportunities of multinational enterprises in relation to corporate strategy.</p> <p>3.7.2. Apply different analytical techniques in a global context vis-à-vis strategic decisions in corporations.</p> <p>3.7.3. Analyze different industry settings and relate this to corporate level strategic decision-making.</p> <p>3.7.4. Develop models for corporate strategies and evaluate the consequences of these models.</p> <p>3.7.5. Analyze an organization's internal and external environments by applying appropriate theories, models, and/or frameworks.</p> <p>3.7.6. Formulate appropriate strategies to gain a competitive advantage at both business and corporate levels.</p> <p>3.7.7. Evaluate competing strategies; and Communicate strategies or strategic alternatives both in writing</p>

	and verbally to facilitate organizational decision-making and problem solving.
3.8. Demonstrate understanding of Corporate Finance and evaluate international investment and business opportunities their application to optimal financing of corporations.	3.8.1. Explain the principles and approaches of corporate finance. 3.8.2. Apply relevant principles and approaches in solving problems of corporate finance and help the students improve their overall capacities. 3.8.3. Allow students to create value in the organization via Financial Friction Analysis (FFA) for financial decisions. 3.8.4. Explain five corporate finance steps.
3.9. Apply knowledge, skills and competence in a practical research project which is aligned to their areas of specialization and organization of their choice.	3.9.1. Choose a research topic to work their dissertation on the organizations of their choice. 3.9.2. Make a write up of the backgrounds of the topic and the organizations following a research guideline. 3.9.3. Critic literature review and relate their topic to what has been researched by other scholars to answer the research questions. 3.9.4. Come up with the relevant research methodology and design incorporating data collection methods ensuring the accuracy and validity of the instruments used. 3.9.5. Present the data and discuss the findings of the research. 3.9.6. Prepare Conclusion and recommendation.
3.10. Apply acquired technical knowledge and skills in real work situations in the field of specialization.	3.10.1. Visit companies for industrial companies. 3.10.2. Enhance their Computerized Banking and Finances skills through practice and processes of organization of attachment. 3.10.3. Produce placement report detailing work done and skills acquired. 3.10.4. Present on their placement experience 3.10.5. Keep a detailed log-book of work done, with workplace supervisor approvals.

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

4. QUALIFICATION COMPOSITION AND RULES			
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Introduction to Business Management	5	13
	Business Communications	5	13
	Information communication Technology	5	13
	Introduction to Business Statistics	5	15
	Introduction to Accounting and Finance	5	13
CORE COMPONENT Subjects / Units / Modules /Courses			
	Introduction to Project Management	6	13
	Introduction to Logistics and Supply Chain Management	6	13
	Business Statistics	6	13
	Financial Accounting	6	13
	Entrepreneurship	6	13
	Managing Work and Costs	7	14
	Computerized Project Management	7	14
	Business Law	7	14
	Business Economics	7	14
	Project Finance, Cost Estimation and Control	7	14
	Business Innovation	7	14
	Managerial Accounting	7	15
	Business Environment	7	15
	Marketing Management	7	17
	Research Methods	7	17
	Human Resource Management	7	17
	Project Risk Management	7	17
	Project Performance and Quality Assurance	7	17
	Corporate Finance	7	17
	Corporate Strategy	7	18
	International Business operations	7	18
	Strategic Management	7	18
	Total Quality Management	7	18
	Dissertation	7	30
	INDUSTRIAL ATTACHMENT	7	40
ELECTIVE COMPONENT (Choose 2 from Modules)			
	Project Cost and Scheduling	7	18
	Managing Organizational Change	7	18
	Project Management Tools	7	18
	Corporate Governance and Ethics	7	18
	Totals		526

4.1. Rules of combinations, Credit distribution (where applicable):

In order for the qualification to be awarded the qualifying graduate must have acquired the following credits:

Level Distribution

Level 5- 67

Level 6- 65

Level 7- 394

4.1.1. Credit Distribution

No	Component	Modules	Credits
1	Fundamental Component	5	67
2	Core Component	25	423
3	Elective Component Choose 2 Modules	2	36
4	Total	32	526

5. ASSESSMENT STRATEGIES, REQUIREMENTS AND WEIGHTINGS

5.1. Formative Assessment

All formative assessments shall be aligned to learning outcomes and/or sub-outcomes. Formative assessment or continuous assessment include tests Class Discussions, Role Presentations, practical and assignments as well as Mid-term Assessments. These forms of assessments contribute to **40%** of the final grade.

5.2. Summative Assessment

Summative assessment occurs at the end of a teaching and learning cycle when students are given the opportunity to demonstrate what they have learned by applying their knowledge in new and authentic contexts. Summative assessments are a means to gauge, at a particular point in time, student learning relative to the pre-defined criteria communicated to students prior to and during formative assessment. Although the information gained from this type of assessment is important, it can only help in evaluating certain aspects of the learning process. The Final Examination contribute to **60%** of the final grade. Final Examinations are written at the end of each semester.

6. MODERATION

6.1. INTERNAL MODERATION REQUIREMENTS

Often moderators are academic staff who are **not** involved in the setting of the examination of a particular paper, knowledgeable in the subject. They can be Internal or External. A moderator is supposed to provide a balanced and unbiased point of view. The primary concern is to **check the fairness** of the assessment process.

BROAD PURPOSE: Ensures integrity of the examination process and the Institution.

There are two general phases of exam moderation:

Phase 1: Pre-Examination

Phase 2: Post- Examination

In each Phase the moderator serves a distinct set of purposes

6.2. PRE-ASSESSMENT MODERATION

- (i) Moderate all questions of the examination paper, paying particular attention to clarity and mechanics of language and spelling.
- (ii) Moderate the marking scheme. This will include allocation of marks for each part/section or step.
- (iii) Moderate assessment conditions on which the assessment will be conducted.

6.3. POST –ASSESSMENT MODERATION

After all scripts have been marked, the moderator should:

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

6.4. SAMPLING PROCEDURE

The 'Rule of thumb' for Sampling that is often recommended is that a sample of the answer scripts is taken comprising:

- ✓ All the scripts if the total number is less than 10.
- ✓ 10 papers if the total number is 10-100.
- ✓ 10% or otherwise.
- ✓ The sample should represent a reasonable distribution of marks including scripts with top marks and ones with very low marks.
- ✓ The moderator will check that the marking of the sample is consistent with the marking scheme. Moderator will often sign the moderated scripts.
- ✓ The tolerance range for moderation difference is +/-5% of the mark given by the examiner.

7. CRITERIA FOR SELECTION OF ASSESSORS AND MODERATORS

Assessors and Moderators are selected from the pool of qualified and experienced lecturers who have Teacher/training certification. They should also be cleared by BQA as Trainers. They should also be accredited as Assessors to set and mark Examinations. After having been an assessor for some time they have to apply for accredited by BQA as Moderators.

7.1. Qualification Requirements

A minimum Master's degree in the relevant field plus evidence of competence in assessment and moderation.

7.2. Professional work experience required

A least two years of academic experience plus work experience in relevant field

7.3. Professional registration and accreditation

Assessors and moderators must have valid registration and accreditation with all relevant bodies such as

- Botswana Qualification Authority (BQA)
- Membership of any recognised professional Body.

8. RECOGNITION OF PRIOR LEARNING (RPL) - if applicable

Recognition of Prior Learning (RPL) will be implemented for this qualification in accordance with relevant RPL principles and common practices. It will be implemented also in accordance with the relevant national RPL guiding instruments such as National policy and or guidelines.

Further, the process for administration of RPL will depend on relevant institutionally specific RPL policies and guidelines, as well as instruments. These will be developed by individual ETPs in alignment with the national guiding documents.

Credit Accumulation and Transfer system will also be implemented for this qualification to recognize previously acquired learning and attainment.

9. PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

9.1. Horizontal Progression

Graduates of this qualification may consider pursuing related qualification for the purpose of multiskilling, retooling and gain expert knowledge in the Business Project Management field. Credit transfer, module mapping and exemptions can be exercised in the following programmes:

- Bachelor of Commerce in Business Project Management
- Bachelor of Science in Business Management
- Bachelor of Business Administration in Business Management.

9.2. Vertical Progression

Graduates may progress to qualifications such as:

- Post Graduate Diploma in cognate area.
- Master of Commerce in Business Project Management
- Master of Business Administration.
- Master of Business Administration specialising in Business Management.
- Master of Science in Business Management, etc.

9.1. Diagonal Progression

Graduates may progress to qualifications such as:

- Post Graduate Certificate in Education if want to pursue lecturing.
- Post Graduate Certificate in Project Management if want to manage projects.
- Post Graduate Certificate in Research for those with passion for research and analysis and evaluations.

10. EMPLOYMENT PATHWAYS

Graduates from the Bachelor of Commerce in Business Project Management will have requisite competencies and attributes to work as:

- ✓ Project Officer
- ✓ Project Monitoring and Evaluation officer
- ✓ Project Managers
- ✓ Consultant
- ✓ Business Analyst.
- ✓ Office Manager.
- ✓ New Business Manager.
- ✓ Business Development Manager.
- ✓ Business Intelligence Manager.

11. QUALIFICATION AWARD AND CERTIFICATION

11.1. Minimum Standard of achievement for the award of the qualification.

A candidate to be a qualified graduate in this programme and be awarded the Qualification must complete 67 Credits of the Fundamental Component, 423 Credits of the Core component and 36 Credits of the Elective component.

11.2. Certification

Students have to pass all modules for the Bachelor of Commerce in Business Project Management to be awarded the qualification according to the standards prescribed for the award of the qualification and applicable policies.

Candidates who do not meet the stipulated minimum requirements will not be awarded the Certificate, but they will be required to re-sit the failed modules until they pass to be awarded a qualification.

12. REGIONAL AND INTERNATIONAL COMPARABILITY

Summary of Similarities and Differences Observed

1. **University of Johannesburg** - Bachelor of Commerce in Business and Project Management, NCQF Level 7, 490 Credits provides the qualification that focuses on Business and Project Management as two interrelated areas of study. It is intended to develop human capital for the Business and Project Management industry by exposing learners to an up-to-date Business and Project Management curriculum. Students will go for attachment at Business and Project Management Firms for real life experiences in Business Management and Project Management.
2. **University of Greenwich (UK)**, Bachelor of Science in Business Management specialising in Project Management, NCQF Level 7, 520 Credits, provides candidates with competence to Interpret and evaluate Business and Project Management as a phenomenon and as a business system. They will be able to explain the diverse nature of Business Management with specialisation in Project Management. They will also be able to identify and assess relationships and networks relative to building Project Management. Further, they will be able to apply problem solving and critical analysis within diverse contexts.
3. **Other Qualifications** offered in countries such as New Zealand and Switzerland (Europe) generally emphasise on development of competencies in local and global Business Project and Management and how it can be synthesized to bring the best of Business Project Management Skills and Competencies. Market trends signify that Business Project Management Industry has high skills demand; labour market Observatory confirms the same through HRDC Sector committees on Occupations on demand. Although the qualifications examined generally follow similar structures and standards, there are differences, though not significant, in that their niche market and programme layout are focusing in certain sectors of the economy which is different from the other.

13. Comparability and articulation of the proposed qualification with the ones examined

The proposed 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 to this level



BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

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 BABE – Botswana Association of Business Executives and the Business Botswana (BB). However, what sets this qualification apart from the qualifications examined is that there is provision for development of attributes such as Business Project Management, Project Risk Management, Project Performance and Quality Assurance, which are crucial for the Business and Project Management Industry. The qualification is outcome based and is anchored on a competency and credit based qualification framework.

14. REVIEW PERIOD

5 Years or as and when the need arises