

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)				Imperial School of Business and Science									
TITLE		Bachelor of Business Administration in Logistics and Transport Management						NCQF LEVEL		7			
STRANDS (where applicable)		1. 2. 3. 4.											
FIELD		Business, Commerce and Management Studies						CREDIT VALUE		495			
SUB FIELD		Management Studies											
New Qualification				Legacy Qualification				Renewal Qualification		☒			
								Registration Code		Q0039			
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 field of Business, Commerce and Management studies is crucial in developing countries such as Botswana. According to HRDC Botswana (hrdc.org.bw/?q=transport-logistics-sector), the transport and Logistics sector is comprised of the different sub-sectors named in respect of modes													

of transport, namely road, rail, air, water and road transport. Road transport is the most commonly used mode in Botswana. There has been an increase in the demand for road freight transport, thereby opening up opportunities for established companies that could profit well and create employment. This has been identified by the Human Resource Development Council (HRDC) by specifying “Transport and Logistics” as one of the prioritised fields that boost the economy of the country (*BHRDS Fair and Career Clinics 2023. Page 23.*).

In addition to that, ever since ISBS started offering the qualification Bachelor of Business Administration (BBA) in Logistics and Transport Management, that is from the year 2019 under the new regulation (NCQF), the demand for the qualification was so high. This is evident in the learners’ enrolment records of the ISBS during the years, 2019-2021, 2021-2022, 2022-2023 and 2023 to 2024, concerning the qualification BBA in Logistics and Transport Management.

The stakeholders’ consultative meetings / surveys conducted by ISBS for the purpose of assessing the validation of the qualification during the time of its renewal, the majority of the stakeholders supported the view that the qualification, BBA in Logistics and Transport Management, is still relevant in Botswana as it could create more employment opportunities. In this respect, the stakeholders provided the following recommendations to adapt the qualification according to the current needs of the industry. Therefore, the modules “Introduction to Accounting” is amended to “Introduction to Accounting and Finance”, “Logistics systems and strategy” is replaced by “Operations Management”, “Logistics planning and Strategy” is amended as “Logistics Strategy”, “Research Project” is renamed as “Dissertation”. Besides, in order to provide more work-place experiential learning, the credit value of the module “Industrial Attachment” is increased in the reviewed qualification.

World Economic Forum released a statement that, Botswana has the best landlocked infrastructure in Africa and the third best logistics operating environment in the region. It provides an alternative route to SADC’s other highly congested corridors, such as the route from South Africa through Zimbabwe and further north to Zambia and the Democratic Republic of the Congo (DRC). It is also able to leverage a favourable port, rail and road infrastructure in neighbouring South Africa and Namibia and thus providing employment as well as business opportunities in Logistics and Transport sectors. Transport is a public good and its main function is conveying people or goods from place to place. It is one of the keys enabling sectors of the economy in Botswana and has a large impact on

economic growth and employment. Logistical activities include warehousing, material handling; packaging; inventory management; and create a massive growth in employment opportunities for the graduates of Logistics and Transport Management qualification.

Botswana's central location in SADC with a catchment area of 100 million potential consumers within a 1 500 km radius, and a regional market of 292 million consumers, perfectly positions the country to capture regional consumer freight flows by offering bulk breaking, cargo consolidation, dry ports and cargo warehousing facilities. This qualification will equip learners with the knowledge and skills to implement Transport and Logistics projects in the country and create job opportunities in public and private sectors. According to the 2018/2019 Botswana draft budget strategies (p.4), the positive rebound in the domestic economy was largely due to the improvement in the Trade, Hotels & Restaurants and Transport & Communication sectors. Therefore, Logistics and Transport industry has become one of the significant identified sectors in Botswana due to the geographical advantage of Botswana over other African countries and also because of the income derived from the Logistics and Transport sectors.

The government's long-term strategy to create a SADC business centre will require trained graduates in Transport and Logistics qualification. Human Resource Development Council (HRDC) has identified 12 key sectors of economy, which are derived from the national strategies and priorities such as the Economic Diversification Drive Botswana. Logistics and Transport Management is an identified crucial field under the Transport and Logistics Sector which demonstrates the need of this qualification in the Botswana market (BHRDS Fair and Career Clinics 2018. Pages 154-168).

Furthermore, the President of Botswana has unveiled an economic package whose objective is to stimulate the economy for the coming years. This package focuses on certain industries in the country and one of the areas is the Transport and Logistics of the nation. A large budget will be allocated to the MTC to develop rapidly and thus the fulfilment of skill requirements in this area is essential. This qualification will equip learners with the knowledge and skills to boost transport industry in the country and create job opportunities such as transport officers, freight supervisors and public transport providers.

This Qualification will provide the learners with a unique mix of practical focus on logistics and transport grounding in the fundamentals of logistics activities involve warehousing, material handling, packaging, inventory management and order processes. This winning combination sets up the learners, unsurprisingly, for careers in the procurement, transport and business sectors. Equally, if they are looking for something a little different, this qualification will equip them with transferable skills applicable to other industries, too. The dissertation and industrial attachment prior to the completion of the qualification will equip the learners with the power of critical thinking for conducting market research, preparing business projects, writing dissertations and providing opportunities to put practice their skills and knowledge in a real-world situation through the industrial attachment which is embedded in the qualification.

PURPOSE:

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

1. Evaluate the growing demands for expertise in the transport and logistics sectors in Botswana.
2. Apply the concept and scope of logistics functions in national and international businesses.
3. Recommend viable risk management solutions in all the major business disciplines including the general managerial operation, procurements and supply, disciples of Accounting and Finance, and Information Technologies.
4. Analyse the financial reports of an organisation with respect to the budgets, account payables, account receivables, and expenses, and make sound financial decisions for the operational goals.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Access and Inclusion:

The Access and Inclusion arrangements are made to eliminate the barriers to facilitate fair and equal entry requirements to the qualification. The qualification is offered to anyone who is interested in the Field of Business, Commerce and Management, irrespective of any disability, learning difficulty, record of criminal conviction, age, gender, ethnic background parental education or contextual data. Enrolment process is fair and equitable and applies equally to all individuals.

Entry Requirements:

Prospective learners will be admitted to BBA in Logistics and Transport Management Qualification on account of having satisfied the entry requirements for the level they apply for.

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- Anyone who has successfully completed Certificate IV, NCQF Level 4, in General Education (e.g. BGCSE/IGCSE) or its equivalent qualification.
- Recognition of Prior Learning (RPL) is an entry requirement for this qualification.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Communicate effectively with national and international clients, specifically on business matters.	1.1 Draft effective business communication documents for internal and external purposes. 1.2 Schedule meetings with audio, video, and web-sharing components and speak effectively using verbal and non-verbal cues. 1.3 Apply strategic flow of communication in an organisation.
2. Execute advanced skills in work with a computer to produce various electronic documents with the help of different software applications.	2.1 Evaluate the basic elements required in a computer system with special attention to their functions. 2.2 Apply proper file and folder management techniques using a computer application. 2.3 Analyse data utilising appropriate computer applications. 2.4 Apply functions and formulas with the help of computer applications. 2.5 Use internet tools to enhance power point presentations. 2.6 Import and export data with the help of computer applications.

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3. Apply the essential numerical skills required for bookkeeping and accounting and make sound financial decisions in business.	3.1 Prepare double-entry bookkeeping utilising the financial transactions of a company. 3.2 Record transactions in the appropriate ledger accounts using the double entry bookkeeping system. 3.3 Balance off ledger accounts at the end of an accounting period of a company 3.4 Prepare a trial balance, balance sheet and a profit and loss account. 3.5 Prepare financial planning and reports for a company.
4. Execute sound financial decisions in business and personal arenas.	4.1 Prepare financial planning for running an organisation 4.2 Draft financial reports for an organisation. 4.3 Utilise finance strategically for the operation of an organisation.
5. Conduct market research and identify the feasibility of a new business proposal.	5.1 Evaluate qualitative and quantitative types of data in research methods. 5.2 Assess various methods of data collection in market research. 5.3 Identify and assess the methods of data analysis pertaining to market research for a company. 5.4 Assess the methods of data interpretation in a research activity.
6. Execute advanced skills to procure and supply materials effectively and efficiently.	6.1 Identify and evaluate competitive suppliers and consumers. 6.2 Employ skills in negotiations to achieve competitive advantages. 6.3 Draft supplier contract documents.

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7. Manage inventory and the distribution channel for a logistics and transport company.	7.1 Analyse daily product and supply levels to anticipate inventory problems and shortages of a company 7.2 Evaluate suppliers to achieve cost-effective deals and maintain a trust relationship 7.3 Evaluate deliveries, shipments and product levels to improve control procedures. 7.4 Prepare documents needed to accompany goods in motion such as delivery notes, invoices, custom duty documents. 7.5 Keep goods properly shelved by employing a FIFO inventory management system.
8. Evaluate the functions of Transportation Management System (TMS) of an organisation with respect to the tasks such as route optimisation, carrier selection and real-time tracking and the delivery of goods.	8.1 Evaluate the supply chain activities and performance of a company with the help of the Supply Chain Operations Reference Model (SCOR). 8.2 Plan and execute logistics and supply activities with the help of SAP Supply Chain Management system (SAP SCM) 8.3 Implement the 'Plan Do Check Act' (PDCA) cycle.
9. Plan, execute and manage logistics and transport operations at airports, road, and sea.	9.1 Identify and assess transport operational problems faced by companies in Botswana. 9.2 Identify and assess the key elements, and processes in managing transport operations on road, sea and air. 9.3 Use technology in managing transportation operations and product flows.

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	9.4 Identify and assess the requirements and challenges of planning and moving goods between countries.
10 Evaluate the systems and procedures in relation to goods, including currency, that are imported in to and exported out of Botswana. -	10.1 Administer the process and procedures in Customs & Excise department in connection with import and export activities in Botswana. 10.2 Identify and assess the documentation for export and import goods. 10.3 Identify and evaluate the purpose of the transport documents such as CMR, Bill of Lading, CIM and Air Waybill. 10.4 Assess the various methods of payment prevalent in international trade. 10.5 Prepare transport, commercial and financial documents according to the method of payment used. 10.6 Assess the important role played by “Documents of title” and “Documents of movement” in supply chain industry. 10.7 Critically review the services of international Freight Forwarders and Customs Brokers.
11. Execute strategies for implementing materials planning and production control.	11.1 Analyse materials demand and material forecasts for planning purposes. 11.2 Assess the concept of on time production. 11.3 Assess the implication of kanban system in material planning. 11.4 Evaluate the differences of order-based and stock-based manufacturing systems.

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12. Conduct market research and identify the feasibility of a new business proposal.	12.1 Evaluate qualitative and quantitative types of data in research methods. 12.2 Assess various methods of data collection in market research. 12.3 Identify and assess the methods of data analysis pertaining market research for a company. 12.4 Assess the methods of data interpretation in a research activity.
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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [5]	Level [6]	Level [7]	495
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Introduction to Accounting and Finance	12			12
	Principles of Economics	12			12
	Introduction to Business Communication	12			12
	Principles of Management	12			12
	Principles of Purchasing and Supply	12			12
	Principles of Logistics		12		12

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	Principles of Transport Management		12		12
	Introduction to Quantitative Methods		12		12
	Introduction to Computer Applications		12		12
	Health and Safety		12		12
	Research Methodology			15	15
CORE COMPONENT Subjects / Courses/ Modules/Units	Corporate Governance and Ethics			12	12
	Warehousing and Material Handling			12	12
	Marketing Management			12	12
	Supply Chain Management			12	12
	Financial Planning and Management			12	12
	Inventory and Stores Management			12	12
	Transport Costing and Pricing			12	12
	Distribution Channel Management			12	12
	Botswana Import/Export Documentation and Customs			12	12

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	Shipping Forwarding and Transport Broking			12	12
	Road, Freight and Sea Transport			15	15
	Transport Economics			15	15
	Transport Planning and Investment			15	15
	Airlines and Airports Management			15	15
	Operations Management			15	15
	Global and International Logistics			15	15
	Green Logistics			15	15
	Strategic Transport Management			15	15
	Logistics strategy			15	15
	Project			20	20
	Industrial Attachment			40	40
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	
1.					

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2.					
Electives	Set 1(Any one)				
	Fleet Management			15	15
	Forecasting and Demand Management			15	15
	Hazardous Materials Compliance			15	15
	Enterprise Risk Management			15	15
	Integrated Logistics Management			15	15
	Set 2 (Any two)				
	IT and Enterprise Resource Planning in Logistics and Transport			15	15
	International Purchasing Strategies and Plans			15	15

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	Materials Planning and Production Control			15	15
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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
Level 5	60
Level 6	60
Level 7	375
TOTAL CREDITS	495

Rules of Combination:

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

Rules of Combination:

Learners must take all the fundamental modules worth 135 credits and core modules worth 360 credits, including three (3) Electives worth 45 credits to achieve a total of 495 credits to graduate with a BBA in Logistics and Transport Management qualification.

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ASSESSMENT ARRANGEMENTS

Continuous Assessment (Assignments and Mid-Term Test):

The outcomes of each module in the qualification are assessed through Continuous Assessments. Fifty per cent (50%) of the total marks will be contributed to the Final Mark.

Summative (Final Exams):

Summative/ final examination will contribute 50% to the Final Mark. All the assessors must have BQA assessor certificates and a minimum of three (3) years of teaching experience in the relevant field.

MODERATION ARRANGEMENTS

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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.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning progression Vertical:

- Bachelor's degree (Hons) in Logistics and Transport Management
- Post Graduate Certificate in Logistics and Transport Management
- Post Graduate Diploma in Logistics and Transport Management
- Master's degree in Logistics and Transport Management

Learning progression Horizontal:

- Bachelor of Logistics and Transport Management
- Bachelor of Transport Management

Employment Progression:

- Logistics and Transport manager.
- Purchasing and Supply manager.
- Warehouse Officer/ Manager
- Logistics Analyst.

QUALIFICATION AWARD AND CERTIFICATION

Learners are required to achieve 495 credits to graduate in the qualification Bachelor of Commerce in Business Management. Upon successful completion of the qualification, learners will be issued with the certificate, Bachelor of Commerce in Business Management, in addition to the transcripts.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Title: The title of the reviewed qualification is Bachelor of Business Administration in Logistics and Transport Management, whereas the national qualification offered by BA ISAGO University is Bachelor of Commerce in Transport and Logistics Management, regional qualification offered by Unisa (S.A) is Bachelor of Commerce in Transport and Logistics, and the international qualification offered by University of Science and Technology, Malaysia is called Bachelor of Science in Supply Chain Management. Though the qualifications are titled differently in three different countries, the intended purpose is similar in the way that all the qualifications aimed at providing advanced knowledge, skills and competencies in the field of Logistics and Transport management functions.

NQF levels: This qualification is at NCQF level 7. The Qualification offered by Ba Isago University is also pitched at NCQF level 7. Similarly, the qualification offered by Unisa, South Africa is NQF level 7 and the qualification offered by University of Science and Technology, Malaysia, is MQF level 7. Though each country has its own specific terminology for the Level Descriptors, they are all equivalent to the NCQF level displayed by this qualification.

Credits and Duration: This qualification is having 495 credits and 4 years duration. The national qualification offered by Ba Isago is having 480 credits with 4 years duration. The qualifications offered by Unisa, and the University of Science and Technology, Malaysia, are having 360 credits each, and 3 years duration respectively. This is because they enrol learners from A-Levels, whereas institutions in Botswana enrol learners from BGCSE/IGCSE hence there is a difference of a full academic year which is equivalent to 120 extra credits.

Main Exit level outcomes: They are similar for all qualifications since all the qualifications pitched at level 7 and aimed to prepare the learners to apply advanced knowledge and skills in logistics and transport functions to import and export goods and services in and around the country for business operations.

Main modules:

The core modules of the different qualifications are distributed in the following. That is, this qualification has 25 core and 10 fundamental modules, Ba Isago 30 core and 5 fundamental modules, the University of Science and Technology Malaysia 18 core modules, and the qualification offered by Unisa constitutes 20 core and 11 fundamental modules focussing the areas of Logistics and Transport. Therefore, this qualification is well balanced amongst the benchmarks.

Assessments: All the qualifications have both Formative and Summative assessment practices.

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Pathways: The pathways for all the qualifications are similar for the qualifications compared.

Conclusion: This qualification is similar to the benchmarked qualifications with respect to the purpose, critical exit learning outcomes, level descriptors, assessment practices, and learning and employment pathways. The only difference is the duration of the regional and international qualifications because of the A-level entry points, and the difference in titles including the national qualification.

REVIEW PERIOD

The qualification will be subjected to a review after every 5 Years.

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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	