

**BQA NCQF Qualification Template**

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION							
SECTION A							
<b>QUALIFICATION DEVELOPER</b>		Gaborone Institute of Professional Studies (GIPS)					
<b>TITLE</b>	Bachelor of Science in Forensic Accounting and Finance					<b>NCQF LEVEL</b>	7
<b>FIELD</b>	Business Commerce and Management Studies				<b>SUB-FIELD</b>	Forensic Accounting	
<b>New qualification</b>		X	<b>Review of existing qualification</b>				
<b>SUB-FRAMEWORK</b>	General Education			TVET		Higher Education	X
<b>QUALIFICATION TYPE</b>	Certificate			Diploma		Bachelor	X
	Bachelor Honours			Master		Doctor	
<b>CREDIT VALUE</b>						480	
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p><b>Rationale:</b> The qualification is expected to offer specialised training to qualified students in the discipline of Forensic Accounting as major and any other Finance discipline.</p> <p>Bachelor of Science in Forensic Accounting and Finance will turn out to be an inexorably important capability as the world seeks after globalization at a quick pace (NDP 11). Qualified experts in this field will subsequently approach business openings over the world. This capability means to create students that will probably apply their insight into coordination's and the store network at administrative dimension and make noteworthy commitments to their organizations. Through the offering of a BSc in Forensic Accounting and Finance the board capability instead of a BBA capability, which is increasingly focussed on the money related and business parts of a given zone, the goal to address the requirement for the improvement of supervisors and senior managers in this field. The field of Forensic Accounting and Finance has been recognized as a key region of scholarly concentration and the establishment is resolved to give the same number of assets as are important to guarantee that the most astounding quality instruction and preparing is offered to accommodate people working in, or wishing to enter, the field of coordination's forensic accounting board. In compliance with the mandate of the Human Resources Development Council (HRDC), the qualification embraces all elements of skills development and planning for citizen empowerment and skills development. There is great contribution to the commerce and Industry as graduates who complete the qualification are eligible for employment at junior, senior and corporate management. The ETP is closing the gap of the shortage of Entrepreneurs and Business Developers in the Nation which is in accordance with the National Development Plan (NDP 11) of the nation. The articulation and progression pathways are well facilitated globally and nationally as the students who complete the BSc in Forensic Accounting and Finance accredited by BQA are internationally recognised.</p> <p>Through interviewing and questionnaire survey done by the institution in 2013, this document had determined 20 concrete abilities from the employer's view who decided graduates' employment ability. Empirical analysis showed that employers' evaluation score on employment ability of graduates is 3 or less, comprehensive satisfaction is not high. Professional ability was the strongest as the students would have gained the knowledge of banking and finance, while practical ability is weaker because of the slow</p>							

absorption rate of the industry (GIPS, 2013). The summary of the details of the market research carried out by the institution is discussed below:

The Market Survey was conducted to establish the existence of Market Demand for the Degree programme delivered by the ETP. Information derived from the survey showed that the ETP has a good market share as few Colleges and Universities in Botswana offer Bachelor of Sciences in Forensic Accounting and Finance degree programme. Therefore, it means that Institutions that offer Association of Certified Chartered Accountants (ACCA) and Chartered Institute of Management Accountants (CIMA) would be feeder colleges for our Institution at Degree Level. The ETP is market positioned to meet the expectations of the Industry.

### **Purpose**

This qualification was initiated with the main objective to disseminate Forensic Accounting and Finance skills that is required to meet the demand for professionally trained manpower with Forensic Accounting and Finance background. Thus, the proposed qualification aims to provide courses that are useful in various applications and professional areas that produce graduates capable of pursuing further qualifications in Forensic Accounting and Finance. The qualification will also provide employment opportunity to senior level accountants in Government and private sector. The Bachelor of Forensic Accounting and finance provides an orientation towards valuation, costing, accounting and finance as the cornerstones towards business success. It emphasizes on the tools and concepts that every accountant, general manager, entrepreneur, or manager in other functional fields should know. It gives a corporate perspective of accountability and performance measurement as well as sound financial decision making.

### **ENTRY REQUIREMENTS (including access and inclusion)**

BGCSE with at least grade C in Mathematics and any of the following subjects, Economics, Business Studies, Accounting and English OR Certificate (NCQF Level 4) in a relevant field of study or any other acceptable equivalent qualification.

Prospective learners will be admitted to the Forensic Accounting and Finance qualification on account of having satisfied the entry requirements for the level they apply for.

Entry Requirement to Year 1

- i. BGCSE and equivalent with English and Mathematics grade C or better or,
- ii. Maturity Entry: Minimum BGCSE passes in Maths and any of the following subjects, Accounting, Economics and Business Studies and have at least 2 years' experience in Auditing or Accounting environment. When applying, prospective applicants should submit documentation that include current resume/cv and a letter from an employer attesting to all relevant work experience (paid work only) in a related business/fraud investigations area (e.g. accounting, financial auditing, law/police enforcement, investigations and security).

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
On achieving this qualification learners will demonstrate his/her ability to perform accurately the following in the specified subject areas:		
1) Apply integrated knowledge and critical understanding of the relevant statutory and common law rules and principles in a selection of law fields relevant to the commercial investigative environment. The investigative environment includes Constitutional Law, Criminal Law, Criminal Procedure, Law of Delict, Law of Contract, Civil Procedure, Law of Evidence, Labour Law, Law of Negotiable Instruments and Company Law.	<ul style="list-style-type: none"> <li>• Explain the relevant statutory and common law rules and principles in a selection of law fields relevant to the commercial investigative environment.</li> <li>• Discuss the legal profession using the terms and classifications that occur in legal science, the Constitution and constitutional development in South Africa.</li> <li>• Explain the complex legal issues pertaining to the functioning as an expert witness in a court of law within the Botswana legal framework.</li> <li>• Discuss the legal issues pertaining to the commercial investigative environment within the Botswana legal framework.</li> <li>• Identify and discuss problems and plan appropriate solutions accordingly.</li> </ul>	
2) Use the concepts, principles and rules regarding financial reporting as well as different techniques to investigate misrepresented financial information to conduct forensic investigations in a commercial environment. Apply the theoretical principles of problem identification and solving problems in the field of Accounting Sciences.	<ul style="list-style-type: none"> <li>• Apply multiple sources of knowledge within the field of Forensic Accountancy to identify and address complex real-world problems are interrogated and evidence-based solutions with theory driven arguments based on a value driven approach.</li> <li>• Utilise correct concepts and rules to regulate and discuss the presentation of financial reporting.</li> <li>• Interpret financial statements.</li> <li>• Identify and discuss problems and plan and present appropriate solutions accordingly.</li> <li>• Write and present reports with regard to solutions.</li> <li>• Utilise correct techniques to identify and investigate misrepresented financial information.</li> <li>• Explain possible manipulation of financial statements through the misapplication of applicable International Financial Reporting Standards (IFRS) and other reporting standards are.</li> <li>• Judge critically the ethical conduct and responsibilities of role players in the forensic investigative environment are discussed and.</li> <li>• Discuss the role, responsibilities and duties of statutory appointed external auditors in terms of selected International Standards on Auditing are.</li> </ul>	

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<p><b>3)</b> Collect and manage sources of information, data and other documents, as well as the compiling of statements in the process of forensic investigations and critically evaluate and review that information.</p>	<ul style="list-style-type: none"> <li>• Conduct forensic investigations using specific procedures and techniques that are supported by effective and efficient evidence.</li> <li>• Explain and manage data, documents and sources of information.</li> <li>• Write case conclusions.</li> <li>• Discuss the detection, investigation and prevention of commercial related crime within the Botswana legal framework.</li> <li>• Explain and compare the different types of search warrants relevant to the scope of work of the Forensic Accountant</li> <li>• Discuss form and substance as well as the execution of search warrants.</li> <li>• Discuss and apply the Work Acceptance Procedures, Engagement letters, Quality Control, Risk and the Investigation Process relevant to the private Botswana Forensic Accountant</li> <li>• Discuss the management of commercial crime as well as the crime scene.</li> <li>• Conduct interpersonal communication and interviews</li> <li>• Give oral presentations on problems and the possible solutions.</li> <li>• Prepare and Present evidence to court as an expert witness.</li> </ul>
<p><b>4)</b> Demonstrate an integrated knowledge, awareness and understanding of the basic ethics underlying legally sustainable interviews when conducting forensic accounting investigations/</p>	<ul style="list-style-type: none"> <li>• Work in compliance with professional rules of conduct, ethical codes, industry standards and relevant legislation</li> <li>• Identify ethical issues, conflicts of interest, and noncompliance with corporate policies and procedures in the context of a specific case. Note: Conflicts of interest routinely arise in the business world; such conflicts rise to the level of impropriety when disclosure is inadequate and the effects of conflicts cannot be evaluated and mitigated.</li> <li>• Apply critical analytical skills in choosing among alternative courses of action in various aspects of fraud and forensic accounting within the framework of appropriate moral conduct</li> <li>• Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship</li> <li>• Conduct legally sustainable interviews in Forensic Accounting investigations in an ethical manner.</li> <li>• Discuss Basic General Systems Theory within the context of the Social Sciences.</li> <li>• Explain the interactive processes of dyadic relationships within the context of General Systems Theory with specific reference to the interviewer-interviewee relationship.</li> <li>• The process of interpersonal communication and the significant variables in this process are described.</li> <li>• Discuss critically specific socio-psychological phenomena and processes: Range: Human Self-actualization, Human Cognition, Interpersonal perception, Human motivation (including Maslow's</li> </ul>

	<p>hierarchy of needs), Attitudes and behavior and Interpersonal attraction and development of interpersonal relationships.</p>
<p><b>5)</b> Apply knowledge of information technology (IT) governance and IT risk assessment;</p>	<ul style="list-style-type: none"> <li>• Locate, assess, analyse, interpret and report data using computer applications.</li> <li>• Make the "business case" for fraud prevention controls in a case scenario</li> <li>• Conduct a risk assessment given a specific scenario, fact pattern, or dataset with particular attention to IT controls, threats, and exposures. (Given the information and boundaries provided by the instructor, students should be able to conduct a general IT control review and evaluate the effectiveness of general and application controls for mitigating such risks. Such an evaluation should be used as a model to approach other situations or specific fraud risks.)</li> <li>• Apply the rules for appropriate handling and custody of evidence in an investigative scenario</li> <li>• Explain the impact of e-discovery on policies related to records retention, appropriate use of e-mail, etc.</li> <li>• Develop fraud prevention programs to prevent, deter, and detect the use of IT systems to commit fraud and other criminal acts.</li> <li>• Identify and utilize digital evidence in a case scenario.</li> <li>• Use the Internet and other resources to investigate and collect evidence</li> <li>• Recognise situations that require information security or computer forensic specialists</li> <li>• Utilise at least one generalized audit software package such as IDEA or ACL for data extraction and analysis.</li> <li>• Utilise computer-based tools such as Excel, ACCESS, and generalized audit software (ACL, IDEA) to create detection tools and to detect suspicious. transactions</li> <li>• Conduct tests for the following: Unmatched invoices/transactions; Duplicate invoices/transactions; Missing invoices/transactions; unusual variances; Ratio and trend analysis; Statistical anomalies.</li> <li>• Articulate how various types of fraud would manifest themselves in company records, identify the issues related to computer assisted audit tools and techniques (CAATTs) engagements, and identify necessary expertise</li> <li>• Recognise situations that violate criminal laws, rights to privacy, and other related issues.</li> <li>• Explain how link analysis packages such as Analyst's note book are used to analyse and present data using time lines and themes</li> <li>• Document and present the results of work performed</li> <li>• Use software to analyse and present data using time lines and themes both graphically and in narratives</li> </ul>

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	<ul style="list-style-type: none"> <li>• Recognise situations that violate criminal laws, rights to privacy and other related issues</li> </ul>
<b>6)</b> Understand Criminology concepts and the ethics of the fraud examination profession.	<ul style="list-style-type: none"> <li>• Criminological concepts such as administration of criminal justice, theories of crime causation are explained.</li> <li>• Theories of fraud prevention are discussed.</li> <li>• Crime information sources and related ethical issues are analyzed.</li> <li>• The underlying ethics of the fraud examination profession are discussed</li> </ul>
<b>7)</b> Describe the types of fraudulent financial transactions.	<ul style="list-style-type: none"> <li>• The different types of fraudulent financial transactions are identified and explained.</li> <li>• Basic accounting and auditing theories are explained.</li> <li>• Fraud schemes are explained.</li> <li>• Internal controls to deter fraud and other auditing and accounting matters are described.</li> </ul>
<b>8)</b> Investigate fraud.	<ul style="list-style-type: none"> <li>• Interviews are conducted.</li> <li>• Statements are taken effectively.</li> <li>• Information from public records are obtained and analyzed.</li> <li>• Illicit transactions are tracked.</li> <li>• Deception is determined and evaluated.</li> <li>• Reports are written to effectively convey findings of the investigation.</li> </ul>
<b>9)</b> Understand illegal elements of fraud and	<ul style="list-style-type: none"> <li>• The legal ramifications of conducting fraud examinations are assessed.</li> <li>• The legal issues related to criminal and civil law, rules of evidence, rights of the accused and accuser, and expert witness matters are discussed.</li> </ul>



QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Introduction to Financial Accounting	5	10
	Introduction to Business Communication	5	10
	Introduction to Quantitative Methods	5	10
	Introduction to Information Technology	5	10
	Introduction to Forensic Accounting	5	10
	Introduction to Financial Management	5	10
	Introduction to Business and Family Law	5	10
	Computer Forensics	5	10
	Business Economics	5	10
	Botswana Corporate Taxation	5	10
	Banking	6	10
	Cyber Crime and Investigations	6	10
	Quantitative Methods	6	10
	Advanced Taxation	6	10
	Business Finance	6	10
	Financial Reporting and Analysis	6	10
	Customer Relationship Management	6	10
	Risk Control and Strategies	6	10
	Company Accounts	6	10
	Financial Statements Analysis	6	10
CORE COMPONENT Subjects / Units / Modules /Courses	Audit and Investigation	6	10
	Fraud Investigation	6	10
	Enterprise Risk Management	6	10
	Management Accounting	6	10
	Ethics and Criminology	6	10
	Corporate Finance	7	10
	Investigation in Forensic Accounting and Finance	7	10
	Forensic Auditing and Information Technology	7	10
	Research Methods	7	10
	Operations management	7	10
	Forensic Accounting and Legal Environment	7	10
	Money Laundering and Terrorism Finance	7	10
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	Financial Management	6	10
	Company Law	6	10
	Managing People and Performance	6	10
	White collar crime	7	10
	Corporate Governance	7	10
	Advanced Auditing	7	10
	Commercial Banking	7	10
	Management of Financial Institutions	7	10

	Evidence Analysis and report writing	6	10

**Rules of combinations, Credit distribution (where applicable):**

**The qualification consists of (Core: 480 Credits):**

- **Compulsory modules at NCQF Levels 5, 6 and 7: 340 Credits.**
- **Fundamental modules at NCQF Levels 5, 6 and 7: 100 Credits**
- **4 Elective Modules at NCQF Level 7: 40 Credits.**

**Total Credits at NCQF Level 5 = 100 Credits.**

**TOTAL NUMBER OF CREDITS 480**

**MODERATION ARRANGEMENTS**

**Integrated Assessment:**

Assessment is conducted in accordance to the institution's Assessment Policy. In most cases the assessment will consist of:

- Portfolios.
- Simulations.
- Group Discussions.
- Case studies and presentations before peers and experts.
- Oral and written examinations.

Summative assessment takes the form of formal written examination question papers.

Formative assessment will take place by means of the assignments that will include evidence of job-related understanding, application and evaluation of knowledge, theory and methodologies. Summative assessment will happen by means of a formal examination process.

- It is expected that learners will produce a limited research project.
- Learners receive feedback on all assessments from the assessor within three weeks of assessment.
- Feedback on assignments is communicated, and discussed during contact sessions.
- In line with the institutional assessment policy, results are confidential.
- Additional self and peer assessment exercises are available per module (and units) as formative assessments and are utilized during chats, forums and contact classes.

**Moderation**

Moderation takes place in accordance with the institutional Moderation Policy. This Policy provides for a moderation process that verifies that assessments are fair, reliable, valid, practicable and transparent and also evaluates assessor performance.

Moderation must include both internal and external moderation of assessments. Moderation should also encompass achievement of the competence described both in individual unit standards, exit level outcomes as well as the integrated competence described in this qualification.

**Internal moderation requirements**

Anyone assessing a learner or moderating the assessment of a learner against this Qualification and Unit Standards must be registered as an assessor with the BQA.

The Examination is set by a team of Examiners who are the Lecturers of the Institution from all branches. The set questions were emailed to the Head Office through the Heads of Departments. They sit down with



the module leaders to select the questions which are suitable for that semester's examination according to blooms taxonomy. They would check for the quality of the questions and the pitching of the question, whether they were set using the learning outcomes to ensure all elements regarding the knowledge, skills and competencies are examined.

After, the internal verification process, set questions are uploaded to the Academic Manager who would take the printed question papers to the External moderators for further quality check.

#### **External moderation requirements**

External moderators are engaged by the institution as consultants for two purposes, that is pre-moderation and post –moderation of papers.

External Moderators are gurus in the field and are subject specialists whom, after receiving the question papers ensure quality and standard of the paper is maintained. They check the consistence of the paper, how questions were articulated starting from lower level to higher level question using the learning outcomes. They may accept or reject the paper if not set according to Blooms taxonomy of cognitive domain. External moderators check the pitching of the question papers. After, the external moderation exercise has taken place the papers are taken to the Institution for corrections and printing for safe storage before the final date of examination.

Moderation of answer scripts.

External moderators have mammoth task to ensure that the answer-scripts are moderated as they constitute or determine the fate of the student. Moderators check and verify whether the examiner was not too lenient, generous on marks or harsh and mean on marks. They ensure that there is:

- Consistence: the Script versus the marking key.
- Consistence across all scripts.
- Correct mark Count per question.
- Correct Mark Total Count per Script.
- Correct mark Computation (formulae on mark sheets).
- Correct transfer of marks to Mark Sheet.
- Percentage pass rate calculated.

Moderators give comments, observations and recommendations that would influence the decision of the Senate.

#### **RECOGNITION OF PRIOR LEARNING (if applicable)**

RPL is conducted in accordance with the institutional Recognition of Prior Learning Policy. This Policy provides processes and procedures by which RPL is conducted.

The assessment processes involved with RPL are the same as those followed for awarding credits in an academic setting. An RPL candidate seeking credits for previously acquired skills and knowledge must still comply with all the requirements as stated in learning modules and learning programmes and qualifications. The difference is the route to the assessment. RPL assessment takes a holistic view of the process of assessment where the context of the learning as well as the context of the person who is being assessed is taken into account.

Students who do not meet the minimum admission requirements, could, under certain conditions, apply for admission based on recognition of prior learning (RPL).

Access to the Qualification:

Access to the BSC Forensic Accounting and Finance is open to those applicants who are in a possession of a:

NCQF level V Certificate, with endorsement for Degree studies.

Or

Vocational Certificate (NCV) NCQF Level 4, with endorsement for Degree studies.  
Or  
Applicants who are in possession of a foreign qualification that is equivalent to the NCQF level V Certificate as determined by BQA.  
Applicants who are in possession of a Diploma: Accounting or equivalent (NCQF Level 6).

### **PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**

#### ***Horizontal Articulation***

Graduates of this qualification may consider pursuing related qualifications (at this level) such as Bachelor of Science Banking and Finance and Bachelor's Degree in Banking and Finance for purposes of multi skilling, retooling, etc.

#### ***Vertical Articulation***

Graduates may progress to higher level qualifications such as:

- Master of Banking and Finance
- Master of Science in Accounting and Finance
- Master of Business Administration
- Master of Commerce Degree in Finance

*Graduates will have requisite competencies and attributes to work as:*

- stockbroker
- investor
- Investment banker
- trust fund manager
- Loan officer
- Financial advisor

### **QUALIFICATION AWARD AND CERTIFICATION**

### **REGIONAL AND INTERNATIONAL COMPARABILITY**

This qualification compares with the following:

The Bachelor of Forensic Accounting and Finance Degree compares favorably with similar qualifications internationally and locally:

- North West University, situated in South Africa, offers a Bachelor of Forensic Accounting Degree which develops competencies in Forensic Accounting and Finance.
- In Zimbabwe, Harare Institute of Technology offers a Bachelor of Technology (Honours) Degree in Forensic Accounting and Auditing which seeks to develop human capital with the technical capacity for fraud detection, investigation, prevention as well as providing appropriate fraud remedial actions. In addition, the Institute of Forensic Auditors of Zimbabwe (IFAZ) in collaboration with Pebble Hills University (International and career-focused University which offers online Bachelor, Master and Doctoral) offers Bachelor of Science in Applied Forensic Auditing
- In Australia various universities such as Griffith University, RMIT University, QUT University offers post-graduate diplomas in Forensic Accounting in order to equip graduates in Accounting the forensic and investigative skills unique to forensic accountants
- Other qualifications offered in countries such as Zimbabwe and Australia generally emphasize development of competencies in investigation, auditing, research and market trends.

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Although the qualifications examined generally follow similar structures and standards, there are differences, though not significant.

As noted above, 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 Institute of certified Forensic Accountants and Association of Certified Fraud Examiners. However, what sets it apart from the qualifications examined is that there is need to write further examinations and or apply for exemptions in some of the modules under these professional Bodies.

**REVIEW PERIOD**

This Qualification will be reviewed after every 5 years. However, reviews can be done within the 5-year period when need arises and where necessary.

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

N/A