

**BQA NCQF Qualification Template**

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER		Imperial School of Business and Science (ISBS)					
TITLE	Diploma in Business Management				NCQF LEVEL	6	
FIELD	Business, Commerce and Management			SUB-FIELD	Business Management		
New qualification	<input type="checkbox"/>	Review of existing qualification					
SUB-FRAMEWORK	General Education			TVET		Higher Education	<input checked="" type="checkbox"/>
QUALIFICATION TYPE	Certificate			Diploma	<input checked="" type="checkbox"/>	Bachelor	
	Bachelor Honours			Master		Doctor	
CREDIT VALUE						360 Credits	
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b> <p><u><b>Rationale</b></u></p> <p>The field of Business Management is crucial in developing countries such as Botswana. The government's long-term strategy to create a SADC business hub will require trained Managers. Business leaders and managers are the core strength of every economy and this course will prepare the youth of Botswana to create, lead and start their own business entity. 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. Business, Commerce and Management is an identified crucial field under the Finance and Business Services Sector which demonstrates the need for this qualification in the Botswana market (<i>BHRDS Fair and Career Clinics 2018. Pages 65 &amp; 92-100.</i>).</p> <p>Furthermore, the government of Botswana unveiled an <b><i>Economic Stimulus Programme (ESP) - a strategy for employment and Growth (2015)</i></b>, whose objective was to stimulate the economy for the coming years. This package focuses on certain industries in the country and one of the areas is in Business Management. Moreover, Citizen Entrepreneurial Development Agency (CEDA) (<i>CEDA   Finance Develop Sustain. <a href="http://www.ceda.co.bw/objectives">http://www.ceda.co.bw/objectives</a></i>) encourages young entrepreneurial graduates to start up business ventures by providing financial aid and one of the main criteria for the applicants to avail the financial aid is a qualification in Business Management.</p> <p>The stakeholder survey among the industrial and potential business people in line with the need analysis for the qualification revealed the fact that this qualification is most needed in the current Botswana market. Besides, this qualification is very essential while the country is preparing for the transition from traditional</p>							

agro-based economy to an industrial knowledge-based economy in order to be able to compete with the other countries in the world and to foster more employment scope to its citizens ([www.ibe.unesco.org/en/document/world-data-education-seventh-edition-2010-11.P.9](http://www.ibe.unesco.org/en/document/world-data-education-seventh-edition-2010-11.P.9)).

This diploma will provide the learners with a unique mix of practical focus on marketing, accounting, law and finance, and grounding in the fundamentals of management. This winning combination sets up the learners, unsurprisingly, for careers in the entrepreneurial, leadership and business sectors. Equally if they are looking for something a little different, this diploma will equip them with transferable skills applicable to other industries too, as well as equipping them with the knowledge and skills to start their own businesses. Currently, there are many students with Business Management Certificate qualification in Botswana. This diploma will also allow such students to upgrade their qualifications by perusing the Diploma in Business Management.

### **Purpose of the Qualification**

This qualification is to equip candidates with knowledge and skills to:

- Develop professional skills and resources that can be utilised in managing your own business ventures.
- Acquire the skills to prepare viable business plan to potential investors or to internal stakeholders.
- Supervise and lead people at the workplace.
- Develop the skills to analyse financial position of the company.
- Plan, execute and manage business projects.
- Manage day to day operation of the company.
- Acquire sound knowledge of business management and its relevance to the development of the business entities in the market and the nation at large.
- Identify business opportunities.
- Communicate clearly and effectively using both oral and written forms of communication to develop and evaluate business plans and funding proposals.
- Use information technology to manage business ventures, projects or schedules and financial matters.
- Effectively execute marketing strategies.
- Implement ethical issues affecting businesses and stakeholders.

### **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 and parental education or contextual data. Enrolment process is fair and equitable and applies equally to all individuals.

**Entry Requirements:**

Prospective candidates will be admitted to the Diploma in Business Management Qualification on account of having satisfied the minimum entry requirements.

Entry Requirement to this Diploma in Business Management:

- Anyone who has successfully completed NCQF Level 4, Certificate IV in General Education, e.g. BGCSE/IGCSE or equivalent, with a Pass in the best 6 subjects including English, Maths and Business studies/ Commerce.
- Anyone above 25 years of age and with minimum 2 years working experience in the relevant industry will be accepted through Mature Entry.
- Anyone who has successfully completed Certificate V, NCQF Levels 5 (General Education or TVET), or Certificate IV, NCQF Level 4 with at least 20 Credits at NCQF Levels 5 in related fields of Business Commerce and Management could progress into Diploma in Business Management with the exemptions based on Recognition of Prior Learning.

<b>QUALIFICATION SPECIFICATION</b>	
<b>SECTION B</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b> On successful completion of the Qualification, the learners shall be able to:	<b>ASSESSMENT CRITERIA</b> Learners ability to:
<ul style="list-style-type: none"> <li>Establish standards in the workplace by applying skills and knowledge under supervision.</li> </ul>	<ul style="list-style-type: none"> <li>analyse the culture of the organization and establish a working standard from bottom to top.</li> </ul>
<ul style="list-style-type: none"> <li>Draft feasible business plans.</li> </ul>	<ul style="list-style-type: none"> <li>Explore business opportunities and assess the viability of launching a project.</li> </ul>
<ul style="list-style-type: none"> <li>Identify business opportunities and explain how to expand the domain of business into new territories.</li> </ul>	<ul style="list-style-type: none"> <li>Identify and assess the challenges, opportunities, strength and demonstrate the skill to expand a business venture.</li> </ul>
<ul style="list-style-type: none"> <li>Conduct market research and identify the feasibility of the new business proposal.</li> </ul>	<ul style="list-style-type: none"> <li>Lead, motivate and control the team to conduct market research and recommend new business proposals.</li> </ul>
<ul style="list-style-type: none"> <li>Communicate effectively to both internal and external stakeholders and create sustainable relationship with them.</li> </ul>	<ul style="list-style-type: none"> <li>Draft reports, business plans, give advice and suggestions to both national and international clients. Speak and write effectively and create sustainable relationship with the customers.</li> </ul>
<ul style="list-style-type: none"> <li>Demonstrate knowledge and usage of marketing tools for maximizing the returns of the investments.</li> </ul>	<ul style="list-style-type: none"> <li>Use the marketing tools to expand the business venture.</li> </ul>
<ul style="list-style-type: none"> <li>Develop professional skills for effective use of resources.</li> </ul>	<ul style="list-style-type: none"> <li>Source resources internally and externally.</li> <li>conduct auditing and monitor the effective use of the resources.</li> </ul>
<ul style="list-style-type: none"> <li>Demonstrate knowledge and skills in preparing, editing, saving and filing documents in a computer.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare presentation slides and work effectively on a spread sheet.</li> <li>Prepare Word documents.</li> <li>Present data and make calculations with the help of spread sheet.</li> </ul>
<ul style="list-style-type: none"> <li>Plan, organize, co-ordinate and supervise the</li> </ul>	<ul style="list-style-type: none"> <li>Plan and allocate work to the workforce.</li> </ul>

work force for the easy operations of the business.	<ul style="list-style-type: none"> <li>Supervise the work force to facilitate their skills effectively.</li> </ul>
<ul style="list-style-type: none"> <li>Evaluate and use skills in Botswana law and taxation for successful running of business operations</li> </ul>	<ul style="list-style-type: none"> <li>Calculate tax returns,</li> <li>Assess a company that is having tax refund or tax payable.</li> <li>Prepare the tax payee's list,</li> <li>Advice the clients regarding the importance of paying tax.</li> </ul>
<ul style="list-style-type: none"> <li>Make sound financial decisions in business and personal arenas.</li> </ul>	<ul style="list-style-type: none"> <li>Prepare financial planning.</li> <li>Draft financial reports.</li> <li>Execute finance strategically for the operation of the organization.</li> </ul>
<ul style="list-style-type: none"> <li>Plan, execute and manage business projects.</li> </ul>	<ul style="list-style-type: none"> <li>Plan and prepare a business project,</li> <li>Apply the managerial skills to run the project successfully.</li> </ul>

<b>QUALIFICATION STRUCTURE</b>			
			<b>SECTION C</b>
<b>FUNDAMENTAL COMPONENT</b> Subjects / Units / Modules /Courses		<b>Level</b>	<b>Credits</b>
	Introduction to Business Communication	5	12
	Introduction to Business	6	12
	Introduction to Computer Applications	5	12
	Introduction to Accounting	6	12
	Principles of Marketing	6	12
	Small Business and Entrepreneurship	6	12
	Business Law - Botswana	6	12
	Human Resource Management	6	12
	Introduction to Quantitative Methods	5	12
	Principles of Management	6	12
<b>CORE COMPONENT</b> Subjects / Units / Modules /Courses			
	Business and Industrial Psychology	6	12
	Operations Management 1	6	12
	Corporate Governance and Ethics	6	12
	Organisational Behaviour	6	12
	Financial Planning and Management	6	12
	Leadership	6	12
	Business Environment	6	12
	Project	6	36
	Managerial Accounting	7	15
	Entrepreneurial behaviour and Dynamic Capabilities	7	15
	Marketing, Social Media and E-Business	7	15
	Project Management	7	15
	Operations Management II	7	15
	Integrated Marketing Communication	7	15
<b>ELECTIVE COMPONENT</b> Subjects / Units / Modules /Courses			
<b>Choose any Two</b>	Public Finance and Taxation	7	15
	Micro Economics	7	15
	New Venture Financing.	7	15
	Customer Relationship Management.	7	15
	Business Ownership and Entrepreneurship	7	15
	Botswana Labour Laws	7	15
	Macro Economics	7	15
	Corporate Finance.	7	15
<b>Rules of combinations, Credit distribution (where applicable):</b>			
Fundamental modules contribute 120 credits, core modules contribute 240 (including two electives worth 15 credits each in the third year and a Project worth 36 credits) making the qualification a total of 360 credits.			

**Project:**

The qualification Diploma in Business Management is structured with a Project worth the credit value of 36. This is with the purpose of facilitating the learners with sufficient hands on experience that could be best utilised in the relevant industry. The project also helps the learners to prepare themselves with the research and activities that could make them self-reliant and innovative. The project runs in the second semester of second year for a period of 3 Months concurrent with other modules.

Rules of combination options for elective modules are shown below:

<u>Combination 1</u>	<u>Combination 2</u>	<u>Combination 3</u>
<ul style="list-style-type: none"> <li>Public Finance and Taxation</li> <li>Corporate Finance.</li> </ul>	<ul style="list-style-type: none"> <li>New Venture Financing.</li> <li>Corporate Finance.</li> </ul>	<ul style="list-style-type: none"> <li>Customer Relationship Management.</li> <li>Botswana Labour Laws</li> </ul>
<u>Combination 4</u>	<u>Combination 5</u>	<u>Combination 6</u>
<ul style="list-style-type: none"> <li>Micro Economics</li> <li>Macro Economics</li> </ul>	<ul style="list-style-type: none"> <li>Business Ownership and Entrepreneurship</li> <li>New Venture Financing.</li> </ul>	<ul style="list-style-type: none"> <li>Business Ownership and Entrepreneurship</li> <li>Botswana Labour Laws</li> </ul>

**Credit Distribution:**

The credit distribution for Level 5, Level 6, Level 7 and Elective of the Qualification Diploma in Business Management.

Level 5 Modules	36 Credits
Level 6 Modules	168 Credits
Level 6 Project	36 Credits
Level 7 Modules	90 Credits
Level 7 (Two Electives)	30 Credits
Total Number Of Credits	360 Credits

The credit distribution of Fundamental, Core and Electives of the Qualification Diploma in Business Management.

Fundamental Modules	120 Credits.
Core Modules	210 Credits.
Elective Modules	30 Credits
Total Number Of Credits	360 Credits

## **ASSESSMENT AND MODERATION ARRANGEMENTS**

### **Types of Assessment.**

<b>ASSESSMENT TYPE</b>	<b>WEIGHTING (%)</b>	<b>NOTES</b>
Assignments	25	Two assignments will be given to the students during the course of each module. Each assignment contributes 12.5% to the final mark.
Test/Project	25	Depending on the module being assessed, a project or a test may be given as part of the assessment.
Written Examination	50	With its massive weighting, <u>a pass on the exam is effectively compulsory</u> in order to pass the module as a whole. The duration of the exam is 2 hours and pass mark is 50%.

### **Continuous Assessment (Assignments and Mid-Term Test):**

The outcomes of each module in the qualification are assessed through Continuous Assessments which will be made up of, but not limited to assignments, tests and presentations. Continuous assessment will make up 50% of the final grade.

### **Summative (Final Exams):**

Final examination will be conducted on completion of the modules. All the outcomes of the module will be assessed in the final examination. Final examination will contribute 50% to the Final Mark. A weighted aggregate score of 50% across the Continuous Assessments including the final examination and a minimum 50% in the Final examination are the requirements to Pass a module.

### **Practical (Project):**

Practical experience is assessed through the project worth 36 credits. Students' will be given a slot of 3 months to submit their project concurrent with their studies in the second semester. The project will be assessed by the college supervisor.

## **MODERATION ARRANGEMENTS**

### **Stage: 1. Pre-Assessment Moderation.**

This is the stage of assessing the assessment Instruments to ensure whether they are Valid, Consistent and Reliable pertaining to the expectations of the achievement of intended learning outcomes. In this stage, the moderators ensures that:



1. The assessment tasks and criteria are aligned with the learning outcomes with respect to the National Credit Qualifications Framework (NCQF) Levels and Credits.
2. Assessment tasks are Authentic and aligned with core learning activities.

**Internal Moderator:**

In this stage all the assessment materials are reached to the Internal Moderator for quality check. The respective Assessors send 3 assessment questions for Each module in password protected. The Internal moderator assures the Validity, consistency and reliability of the assessment instruments and checks whether they are appropriate in achieving the intended learning outcomes. The Internal Moderator assesses the assessment instruments to ensure they are valid, consistent and appropriate in addressing the outcomes of the modules against the appropriate levels.

**External Moderator:**

Once the Internal Moderator is satisfied with the assessment instruments, they passed to the External Moderator for the second-round quality check. The assessment instruments will be assessed again across the expected learning outcomes with respect to the appropriate level descriptors. The finally moderated Assessments then passed to the Academic and Quality Assurance Manager for the finalisation.

**Stage: 2. Post Assessment Moderation.**

**Pre marking:**

A standardisation meeting will be held during the pre marking stage. Sample of students' work will be distributed among the assessors/markers for blind marking according to the criteria-standards rubric or marking guide. The subject coordinator / Internal Moderator review the assessor's judgments and once a unanimous opinion is formulated assessors move into the stage of actual marking.

**During marking:**

During this session, the markers/ Assessors start marking the samples students' work up to the maximum of 5% of the total scripts allocated to them. Once this is done, they pass the marked sample scripts to the Internal moderator for the verification process. During this stage, the internal moderator conducts the meeting with the respected assessor and discusses the variation of assessments if any, and reached into a

consensus conclusion. Once this is done, the assessor starts marking the rest of the scripts. The internal moderator again picks a few samples (minimum 10 to 15 %) of the scripts from the same assessor and double marks/verifies the scripts.

**Post marking:**

Once the scripts are marked by the assessor and verified by the internal moderator, the sample (usually 10%) scripts will be handed over to the External moderator for the final assessment.

**Assessors:**

Participate in the pre marking standardisation meeting, mark the samples, and make the changes as suggested by the internal and external moderator if there are any, and compile the assessment report.

**Internal Moderator:**

Cross check/ double mark the samples of the assessor, verify up to 10 to 15 % of the marked scripts and compile the internal moderation report.

**External Moderator:**

Moderate the scripts (a sample up to the maximum of 10 to 15 %) marked by the Assessor and verified by the Internal moderator. Compile a moderation report providing suggestions and recommendation for improvement.

**Stage: 3. Finalisation.**

**Examination Council:**

Examination Council ensures that the assessment results are accurately captured, and finally approve for the publication of the results.

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

**Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)**

RPL will be applicable for award of this qualification. The implementation of RPL will be in accordance with relevant policies and procedures available in the respective awarding body or Education and training provider.

**General Rules.**

- The recognition of credits for the purposes of transfer from one qualification to another is determined by the nature of the qualifications
- Any and all credits for an incomplete qualification may be recognised by the same or a different institution as meeting part of the requirements for a different qualification; or may be recognised by a different institution as meeting part of the requirements for a different for the same qualification.
- A Maximum of 50% of the credits of a completed qualification may be transferred to another qualification to protect the integrity of qualifications by ensuring that the exception does not become the norm.

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

The following are the employment pathways for a graduate who has successfully completed this programme:

- Supervisor at a start-up at any organisation
- Manage own business entity.
- Working in government as the post of assistant operations manager.
- Working as a consultant in the management field.
- Joining a graduate programme or graduate scheme offered by government and other organisations.

#### **Articulation and Progression**

##### **Vertical Intra-Institutional Articulation and Progression Arrangement.**

Students who have completed their Diploma in Business Management will progress into bachelor's degree qualifications in the field of Business, Commerce and Management Studies. Those will include the following:

- Bachelor of Business Management
- Bachelor of Commerce in Business Management
- Bachelor of Commerce in Entrepreneurship
- Bachelor of Commerce in Project Management
- Bachelor of Commerce in Marketing
- Bachelor of Commerce in Retail Management

##### **Horizontal Articulation and Progression Arrangement.**

Students who have completed their Diploma in Business Management could also progress into same level qualifications in the Field of Business, Commerce and Management or any other field of Business, Commerce and Management Studies. Those may include the following:

- Diploma in Entrepreneurship
- Diploma in Project Management
- Diploma in Marketing
- Diploma in Retail Management

### **QUALIFICATION AWARD AND CERTIFICATION**

Students have to complete 3 years of study and attain 360 credits to graduate. Students who will be exempted may take shorter period of study depending on the level of entry point. Students who have completed A-Level and Certificate V are exempted of 120 credits (fundamental modules) and can complete the qualification in two (2) years.

In order for students to attain the diploma certificate and graduate, they have to pass all modules of the Diploma Qualification. Students have to fulfil the assessments requirements for each module in the Diploma in Business Management Qualification. In addition, students need to pass in their Project worth 36 credits. Only after passing all modules in the qualification and obtaining 360 credits, the student can successfully be awarded the Diploma in Business Management. Therefore, there is only one exit award, which is awarded after 3 years.

### **REGIONAL AND INTERNATIONAL COMPARABILITY**

Diploma in Business Management Qualification was benchmarked with similar Qualifications like Diploma in Business Management offered by Association of Business Executives (ABE, UK) and Diploma in Business Management offered by Damelin in South Africa. The content covered and the duration of the qualification is easily comparable with other similar qualifications such as ABE in UK, and Damelin in South Africa. A similar qualification is offered at a regional institution such as Damelin in South Africa to Grade 12/ NQF Level 4 students with the duration of 3 years

#### **REGIONAL AND INTERNATIONAL COMPARABILITY TABLE**

<b>QD</b>	<b>Qualification</b>	<b>Field</b>	<b>General Entry Level</b>	<b>Duration / Credit</b>
Damelin (S.A)	Diploma in Business	Business, Commerce	<ul style="list-style-type: none"> <li>• GRADE 12/NQF LEVEL 4</li> </ul>	3 Years

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	Management	and Management		
ABE (UK)	Diploma in Business Management	Business, Commerce and Management	<ul style="list-style-type: none"> <li>BGCSE/IGCSE</li> </ul>	2 & Half Years

The qualification compares well with those against which it was compared. These Institutions follow different credit systems and currently this qualification follows the NCQ Framework to allocate the number of credits for each year (minimum 120 credits) and the total number of credits for the qualification is (360 credits).

**REVIEW PERIOD**

The qualification will be reviewed every 5 years. On the process of review, wide consultation should take place with the students, key stakeholders, potential employers and academicians through review instruments that include questionnaires, focus group interviews, individual interviews and other data collection tools.

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

N/A