

BQA NCQF QUALIFICATION TEMPLATE

SECTION A:												QUALIFICATION DETAILS					
QUALIFICATION DEVELOPER (S)				Imperial School of Business and Science													
TITLE			Diploma in Business Management						NCQF LEVEL			6					
STRANDS (where applicable)			N/A														
FIELD			Business, Commerce and Management Studies						CREDIT VALUE			364					
SUB FIELD			Management Studies														
New Qualification				Legacy Qualification				Renewal Qualification				<input checked="" type="checkbox"/>					
								Registration Code				Q0073					
SUB-FRAMEWORK			General Education				TVET			Higher Education			<input checked="" type="checkbox"/>				
QUALIFICATION TYPE		Certificate	I	II	III	IV	V	Diploma		<input checked="" type="checkbox"/>	Bachelor						
				Bachelor Honours			Post Graduate Certificate			Post Graduate Diploma							
						Masters			Doctorate/ PhD								
RATIONALE AND PURPOSE OF THE QUALIFICATION																	
<p>RATIONALE:</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 entities. Human Resource Development Council (HRDC) has identified 12 key sectors of the 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</p>																	

Sector which demonstrates the need of this qualification in the Botswana market (*BHRDS Fair and Career Clinics 2018. Pages 65 & 92-100*).

Furthermore, the President of Botswana has unveiled an Economic Stimulus Programme (ESP) (*ESP Launch BOPA 2016, Daily News. <http://www.dailynews.gov.bw/news-details.php?nid=26093>*) a strategy for employment and Growth 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 in Business Management. Moreover, Citizen Entrepreneurial Development Agency (CEDA) (*CEDA | Finance Develop Sustain. <http://www.ceda.co.bw/objectives>*) 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.

In addition to that, ever since ISBS started offering the qualification Diploma in Business 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 students' enrolment records of the ISBS during the years, 2022-2023 and 2023 to 2024, concerning the qualification Diploma in Business Management.

Furthermore, 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, Diploma in Business 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 and Finance", "Leadership", "Digital Marketing", "Principles of Economics", "Managerial Economics" and "Business Plan" are added to the curriculum of the qualification Diploma in Business Management. Besides, in order to provide more work-place experiential learning, the credit value of the module "Project" is increased in the reviewed qualification.

Besides, this qualification is very essential while the country is preparing for the transition from traditional 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).

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 qualifications in Botswana. This diploma will also allow students to upgrade their qualifications by pursuing the Diploma in Business Management.

PURPOSE: (itemise exit level outcomes)

The purpose of the qualification is to produce graduates with advanced knowledge, skills and competence to:

1. Evaluate political, economic, social, technological, environmental and legal factors to plan and launch business activities.
2. Apply advanced managerial skills to supervise, lead and motivate people in a workplace.
3. Prepare financial transactions and analyse the financial position of a company.
4. Incorporate information technology in Business, finance and marketing activities to promote business activities.
5. Communicate effectively with national and international clients pertaining to business developments.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Minimum Entry Requirements are.

- Certificate IV, NCQF Level 4 (General Education or TVET), or equivalent.
- Recognition of Prior Learning (RPL) will be applicable for entry into the qualification as per ETP's policy.

SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>1. Demonstrate advanced skills in leading, coordinating, controlling and monitoring staff members to achieve company mandate.</p>	<p>1.1 Assess the talents and skills of the team members and delegate activities to achieve organisational objectives.</p> <p>1.2 Identify and assess motivational programmes for the employees.</p> <p>1.3 Plan, assess, and apply strategies to coordinate and lead the staff members of an organisation to achieve common goals.</p>
<p>2. Draft feasible business plans.</p>	<p>2.1 Assess the Political, Economic and Social environment pertaining to the business opportunities in a country.</p> <p>2.2 Analyse the key elements of a business plan.</p> <p>2.3 Assess the key elements of the business feasibility study.</p>
<p>3. Conduct market research and identify the feasibility of a new business proposal.</p>	<p>3.1 Identify and assess various methods of data collection appropriate for the purpose of the market research.</p> <p>3.2 Identify and assess the methods of data analysis suitable for the objectives of the market research for a company.</p> <p>3.3 Assess and recommend the methods of data interpretation.</p>
<p>4. Communicate effectively with internal and external stakeholders and create sustainable relationship with them.</p>	<p>4.1 Analyse and advice on the essential business communication components for sharing organisational information, both in oral and written forms, to various stakeholders.</p>

	<p>4.2 Write effective internal and external documents for communicating organisational matters.</p> <p>4.3 Evaluate and provide advice on the significance and effective use of non-verbal communication during presentations.</p>
<p>5. Apply marketing strategies for maximizing the returns of the investments.</p>	<p>5.1 Evaluate the objectives of marketing and sales with respect to sharing common goals.</p> <p>5.2 Assess the role of marketing for building and managing customer relationships, and creates value for the consumer, the company and the society.</p> <p>5.3 Evaluate the role of marketing mix in introducing a product or service to the public to ensure buy-in.</p> <p>5.4 Evaluate the impacts of digital marketing tools an traditional marketing tools available to a business and advice on the most tool in promoting service and products of a company.</p>
<p>6. Evaluate and design various organisational structure showing their contributions to the organisational goals.</p>	<p>6.1 Design the organisational structure indicating the roles and responsibilities of each department.</p> <p>6.2 Implement recruitment and selection process to identify appropriate candidates for an organisation.</p> <p>6.3 Identify various performance criteria pertaining the roles and responsibilities of the employees and evaluate their performance.</p>

<p>7. Produce various electronic documents with the help of different software applications as per market needs.</p>	<p>7.1 Apply proper file and folder management techniques using a computer application for arranging the documents for easy accessibility. Analyse data utilising appropriate computer applications and prepare reports pertaining organisational matters.</p> <p>7.2 Apply functions and formulas with the help of computer applications for various organisational functions.</p> <p>7.3 Use internet tools to enhance power point presentations to share the information to the stakeholders legibly and presentably.</p> <p>7.4 Import and export organisational data with the help of computer applications and store them safely.</p>
<p>8. Apply leadership skills for strategically improve the functions of an organisation.</p>	<p>8.1 Guide, influence and lead the team members to achieve common goals of an organisation.</p> <p>8.2 Assessing the organisations' structure and culture, apply suitable leadership styles to reach organisational objectives.</p> <p>8.3 Apply strategies to inspire, motivate and building relationships among the team members to work together in achieving organisational objectives.</p>
<p>9. Apply rules and regulations of the Botswana law for successful running of business operations.</p>	<p>9.1 Assess the operation and scope of the Botswana tax system and the obligations of taxpayers, and the implications of non-compliance that impacts on the country. -done</p> <p>9.2 Prepare the tax payee's list.</p> <p>9.3 Calculate tax returns for a company according to the reporting standards in Botswana.</p>

BQA NCQF QUALIFICATION TEMPLATE

<p>10. Apply the essential numerical skills required for bookkeeping and accounting and make sound financial decisions in business.</p>	<p>10.1 Prepare double-entry bookkeeping utilising the financial transactions of a company.</p> <p>10.1 Record transactions in the appropriate ledger accounts using the double entry bookkeeping system.</p> <p>10.2 Balance off ledger accounts at the end of an accounting period of a company</p> <p>10.3 Prepare a trial balance, balance sheet and a profit and loss account.</p> <p>10.4 Prepare financial planning and reports for a company.</p>

BQA NCQF QUALIFICATION TEMPLATE

SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [4]	Level [5]	Level [6]	364
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Introduction to Business Communications	12			12
	Introduction to Computer Applications	12			12
	Introduction to Quantitative Methods	12			12
	Introduction to Business	12	12		12
	Human Resources Management		12		12
	Introduction to Accounting and Finance		12		12
	Principles of Management		12		12
	Principles of Marketing	12			12
	Business Law - Botswana		12		12
	Principles of Economics		12		12
CORE COMPONENT	Operations Management I		12		12

BQA NCQF QUALIFICATION TEMPLATE

Subjects/Courses/ Modules/Units	Business and Industrial Psychology	12	12	12	
	Organisational Behaviour	12	12	12	
	Leadership	12	12	12	
	Financial Planning and Management	12	12	12	
	Corporate Governance and Ethics	12	12	12	
	Small Business and Entrepreneurship	12	12	12	
	Project	40	40	40	
	Managerial Accounting	15	15	15	
	Business Plan	15	15	15	
	Customer Relationship Management	15	15	15	
	Digital Marketing	15	15	15	
	Project Management	15	15	15	
	Integrated Marketing Communication	15	15	15	
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	

BQA NCQF QUALIFICATION TEMPLATE

1.					
	N/A				
2.					
	N/A				
Electives <i>Choose any Two</i>	Public Finance and Taxation			15	15
	Managerial Economics			15	15
	New Venture Financing			15	15
	Operations Management II			15	15
	Business Ownership and Entrepreneurship			15	15
	Botswana Labour Laws			15	15
	Entrepreneurial Behaviour and Dynamic Capabilities			15	15

	Corporate Finance			15	15
--	-------------------	--	--	-----------	-----------



BOTSWANA
Qualifications Authority

BQA NCQF QUALIFICATION TEMPLATE

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
<i>Level 4</i>	<i>60</i>
<i>Level 5</i>	<i>120</i>
<i>Level 6</i>	<i>184</i>
TOTAL CREDITS	364

Rules of Combination:

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

Rules of Combination:

Students must take all the fundamental modules worth 120 credits, Core modules worth 214 credits and any two of the Electives worth 30 credits to achieve a total of 364 credits to graduate in Diploma in Business Management qualification.

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

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)

Progression (Learning)

- 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
- Bachelor's degree in Small Business Management

Horizontal Articulation

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

Progression (Employment)

- Admin Supervisor
- Business Operations Supervisor
- Assistant Operations Manager

Assistant Operations Officers

QUALIFICATION AWARD AND CERTIFICATION

Minimum credits for graduation in Diploma in Business Management is 364. Upon successful completion of the qualification, students will be issued with certificate.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The developed qualification was benchmarked against the Diploma in Small Business Management offered regionally by the University of South Africa, and Internationally by the Diploma in Business Management offered by Toronto School of Management, Canada.

SIMILARITIES

Title: The title of the reviewed qualification is Diploma in Business Management. The title of the compared qualification offered internationally by Toronto School of Management, Canada is Diploma in Business Management, and the title of the regional qualification offered by the University of South Africa is Diploma in Small Business Management. Therefore, the titles are more or less similar to each other.

NQF level: This qualification is at NCQF level 6. The qualification offered at the University of South Africa is also pitched at NQF level 6. Though each country has its own specific terminology for the level Descriptors, they are all equivalent to the NCQF level displayed by the qualification.

Credits and Duration: The developed qualification has 364 credits and a 3-year duration. The qualification offered by the Toronto School of Management, Canada, has a 2-year duration, which is equivalent to 240 credits. Both qualifications have 240 credits each and a 2-year duration,

respectively. This is because they enrol students from A-Levels, whereas institutions in Botswana enrol students 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 they prepare the learners to apply advanced knowledge in evaluating political, economic, social, technological, environmental, legal factors to plan and launch business activities, and utilise managerial skills to supervise, lead and motivate people at a workplace.

Main modules: All three qualifications have fundamental, core, and elective modules. The core modules of the different qualifications are distributed in the following manner: This qualification has 16 core modules, the Diploma in Business Management offered by Toronto School of Management, Canada 10, and the Diploma in Small Business Management offered by the University of South Africa has 18 modules. Besides, there are similarities in the titles of the vital modules shared by the qualifications with which the submitted qualification was benchmarked. Therefore, this qualification is well balanced among the benchmarked.

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

Qualification rules and minimum Standards for the award of the qualification

The qualification rules and minimum standards for awarding the qualifications are also similar to all three qualifications. In the developed qualification, candidates are required to pass a minimum of 364 credits through the required fundamental, core, and elective modules. In regional and international qualifications, students must achieve a minimum 240 credit value.

DIFFERENCES

Domains/Modules/Courses/Subjects covered (Fundamental, core & electives)

Although the structure of the qualification, including fundamentals, cores and electives for the developed qualification, aligns with those of the qualifications it was benchmarked against, there are some slight differences in terms of the exclusion of the module facilitating the fundamentals of Computer Applications for the regional and international qualifications.

Progression Pathways: The pathways of this qualification are similar to the qualifications compared – such as Business Operations Manager, Business Operations Supervisor, Administration Supervisor

BQA NCQF QUALIFICATION TEMPLATE

etc. Further study opportunities exist in qualifications like Bachelor of Business Management, and Diploma in Marketing.

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 differences are the duration of the regional and international qualifications because of the A-level entry points.

REVIEW PERIOD

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

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	