

QUALIFICATION SPECIFICATION							
SECTION A							
QUALIFICATION DEVELOPER		Botho University					
TITLE		Bachelor of Commerce in Investment and Banking			NCQF LEVEL		7
FIELD	Business, Commerce and Management Studies			SUB-FIELD	Investment and Banking		
New qualification		X	Review of existing qualification				
SUB-FRAMEWORK		General Education			TVET		
QUALIFICATION TYPE		Certificate			Diploma		
		Bachelor Honours			Master		
CREDIT VALUE					480		
RATIONALE AND PURPOSE OF THE QUALIFICATION							
Rationale for the qualification: The Banking profession naturally spans across all business sectors and industries and supports all aspects of Botswana economy. Botswana economy has been diversifying and expanding constantly over the past years and there is need to sustain the growth of foreign direct investment. For continued foreign investment there is need to provide investors with assurance that their investments will be well taken care of which is one of the key fundamental aspects of the Investment and Banking profession as qualified Investors and Bankers protect public interests. Therefore, the expanding and increasingly diversified economy of Botswana needs competent professional investment analysts and bankers who are all-rounders and exhibit the following characteristics: honesty, integrity, professional competent and due care. These characteristics are a challenge to be achieved hence this result into a gap in the demand and supply of professional Investors and Bankers has left a deficit in the economy's requirement for qualified professional Investors and Bankers which the country is battling to fill in. This qualification brings in rigor through knowledge and skills emanating from strong variety of pillars / themes such as banking, investments, economics, accounting, treasury management, academic and research skills and workplace learning which is required in the investment and banking profession. The HRDC top occupational demand published in 2016 has shown that investment and banking skills are scarce in Botswana and encouraged universities to provide adequate supply of qualified and productive							

graduates. Therefore, this qualification for Bachelor of Commerce in Investment and Banking is being developed: to achieve the vision by equipping the participants with the knowledge, skills and competencies for investment and banking practitioners.

A Customer Market Survey was conducted to sample stakeholders' perceptions and opinions regarding the market demand for Bachelor of Commerce in Investment and Banking, preferred mode of study, the type of delivery approach, the qualification relevance, market demand for graduates, sufficiency of related programmes and employment opportunities locally and within SADC. The study was undertaken in three sample locations in Botswana namely Gaborone, Francistown and Maun.

Prospective students' overall rating was: High Demand 70%, Medium Demand 20%, Low Demand 8% and saturated 2% point towards the existence of high market demand for Bachelor of Commerce in Investment and Banking qualification.

With regards to employment opportunities, respondents felt that Bachelor of Commerce in Investment and Banking covered most aspects of Investment and Banking that would prepare students for the job market. They also confirmed that there were employment opportunities for Investments and Banking graduates. Employers 89.7% were ready to employ graduates are seeking to engage those with technical competencies in areas such as banking management, investment management, risk management, knowledge in any banking related software and numerical competencies.

Purpose of the qualification

The Bachelor of Commerce in Investment and Banking provides technical and advanced skills in investment and banking. It covers areas like investment, banking, economics, information technology, accounting, research, risk management and financial modelling which are vital for success in the investment and banking profession. The degree is intended to develop knowledge, skills and competencies of investment and banking practitioners who would be employed anywhere in the world. Investment and Banking professionals or practitioners who hold this degree shall be competitive world over and be able to share their competencies within the global village. Knowledge, skills and competencies attained from the qualification will enable graduates to combine the various investment and banking skills and they will become proficient in developing investment and banking policies, regulations, procedures and apply them in line with the banking act as competent professionals.

ENTRY REQUIREMENTS (including access and inclusion)

Entry into this qualification is through any one of the following requirements:

- NCQF level 4, Certificate IV in General Education (BGCSE, IGCSE) with passes in English and Mathematics, or TVET.
- NCQF Level 5, Certificate V holders may be granted exemptions based on the relevance of the subjects.
- Diploma or equivalent qualification in a related field with a possibility of exemptions where applicable.
- Applicants that do not meet the above criteria but possess relevant industry experience will be considered through recognition of prior learning (RPL). The providers' RPL policies and guidelines will be in line with BQA's RPL Policy.

QUALIFICATION SPECIFICATION SECTION B	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Demonstrate an understanding of the management of the operations of a bank.	1.1. Discuss the relevance and applicability of marketing terminology, concepts and principles in a banking context is analysed. 1.2. Develop a marketing and sales strategy for the banking sector is developed. 1.3. Identify Customer needs analysis to inform the product development strategies of a bank is conducted. 1.4. Come up with product expansion possibilities within a banking organisation are analysed. 1.5. Evaluate possible distribution alternatives and its effect on the price of banking products are researched. 1.6. Explain Product pricing principles to banking products are applied. 1.7. Evaluate the Effectiveness of a product promotion strategy 1.8. Explain Contingency plans to address potential product failure factors in the banking sector are researched and recommended.
2. Demonstrate effective communication competences applicable to different players in the investment management field and apply the theoretical principles of communication (oral/written) and reflect on their application (Communication skills)	2.1. Communicate effectively according to standards, both orally and in writing with the different role players in the field of investment management 2.2. Apply the theoretical principles of communication and evaluate their effectiveness in the investment and baking field.
3. Analyse the application of different economic policies in relation to: Monetary policy, Fiscal policy, Development policy and Labour policy.	3.1. Explain the significance and application of working capital management in the banking sector is assessed. 3.2. Develop Strategies to manage current assets and liabilities are developed. 3.3. Analyse Mergers, divestitures and business failure within the banking context are explained. 3.4. Discuss International managerial finance and its relevance to the banking sector are understood. 3.5. Distinguish among the Different forms of banking institutions 3.6. Describe the Elements of foreign trade within the banking sector 3.7. Apply Cost-Volume-Profit analysis techniques to a banking sector.
4. Assess the implementation of credit policy in the Banking organization.	4.1. Apply Principles of ethics and corporate governance in the banking sector.

	4.2. Analyse the Concept of credit extension and recovery. 4.3. Critically Discuss the Aspects of the collections process. 4.4. Evaluate Management information system used for collection purposes. 4.5. Discuss the Functions of the credit bureau in the context of a country.
5. Evaluate the impact of macro-economic variables on the functioning of a bank.	5.1. Analyse the relationships between demand, supply and market equilibrium 5.2. Explain and show the relationship between production and costs. 5.3. Identify the advantages and disadvantages of competition are listed 5.4. Discuss and analyse the key Concepts of the labour market. 5.5. Demonstrate and understanding of key macroeconomic issues: Fiscal and monetary policy is distinguished, indicators such as economic growth and GDP, inflation and CPI are explained. 5.6. Show the applicability of key macro-economic issues in the context and nature of the Southern African economy. 5.7. Evaluate the rate and level of Economic growth and development in Southern Africa.
6. Demonstrate knowledge and understanding of the code of conduct for Accountants according to International Federation of Accountants (IFAC) regulations.	6.1. Analyse and evaluate financial statements at global, national and regional level in relation to annual tax returns and applicable income tax act.
7. Promote responsible local and global citizenship using a holistic application of management capabilities in investment	7.1. Demonstrate an understanding and be able to promote responsible citizenship according to standards by using a holistic application of management capabilities in investment
8. Develop an understanding of sources of risk and the models used to mitigate enterprise risk management (ERM) under uncertainty environment	8.1. explain the different sources of enterprise risk 8.2. develop effective risk mitigation strategies within an enterprise. 8.3. Discuss the application and limitations of different risk mitigation strategies in different environments 8.4. Apply sensitivity analysis techniques in risk management
9. Plan and execute research in investment management, by gathering, analysing, synthesizing and interpreting the relevant information correctly and reflecting on research.	9.1. Produce research work that is appropriately referenced and without any plagiarism. 9.2. Demonstrate competent research skills, in investment, banking, finance and business management by using scientific method of

	investigation, testing and evaluation of statistical data.
10. Appraise investments and address the long-term profitability of projects and making decisions based on project appraisal techniques.	10.1 Appraise investment and make assessments whether to invest in shares, other securities, making decisions to give credit or loans to business. 10.2 Assess performance for senior management and predicting and forecasting future employment prospects. 10.3 Appraise investments and address the long- term profitability of projects using project appraisal techniques.
11. Apply the knowledge of tax for short term and long-term planning purposes.	11.1. Apply taxation competencies in relation to tax planning in the accounting and finance environment.
12. Demonstrate knowledge and application of entrepreneurial techniques in the field of business	12.1. Demonstrate knowledge to effectively and responsibly organise and coordinate resources and opportunities in the field of investment by applying the relevant theoretical aspects and reflect on the application made 12.2. Apply entrepreneurial skills in the context of investment management and banking.
13. Utilise technology effectively in the investment management environment as a basis for sound investment decision-making.	13.1. Demonstrate ability to apply technical skills according to standards, appropriate technology effectively in the investment management environment
14. Analyse financial statements and prepare management accounting reports and use them for decisions making.	14.1. Apply management accounting information as a vehicle for short - term planning and decision making. 14.2. Discuss the importance of effective budgeting and cost management in relation to organisational efficiency and general strategic direction.
15. Apply advanced corporate governance rules in responding to ethical issues.	15.1. Apply the code of conduct for accountants in relation to the profession. 15.2. Discuss and evaluate guidelines responsible for assets and best practices and good governance in relation to work ethics, and effective communication.

QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT	Title	Level	Credits
Subjects / Units / Modules /Courses	Introduction to MS Office	5	10
	Business Management 1	5	10
	Academic Writing for Business	5	10
	Entrepreneurship and Innovation	8	20
	Business Mathematics and Statistics 1	5	10
	Business Mathematics and Statistics 2	6	10
	Micro Economics	6	10
	Macro Economics	6	10
	Research Methods in Business	7	10
	Legal Aspects of Business	5	10
	Financial Accounting 1	6	10
	Cost Accounting	6	10
	Financial Accounting 2	6	10
	Taxation	6	10
	Company Law	7	10
	Financial Management 1	6	10
	Ethics and Governance	6	10
CORE COMPONENT			
Subjects / Units / Modules /Courses	Introduction to Banking	5	10
	Introduction to investments	5	10
	Marketing of Financial Services	6	10
	Banking Theory and Practice	6	10
	Banking Law and Practice 1	6	10
	Computerised Accounting	6	10
	Investment Analysis	6	10
	Investment Banking	6	10
	Treasury Management 1	6	10
	Treasury Management 2	7	10
	Banking Law and Practice 2	7	20
	Banking and Foreign Exchange	7	10
	Banking and Development	7	10
	Emerging Financial Markets	7	10
	Portfolio Management	7	20
	Principles of Risk Management and Insurance	7	10
	Financial Engineering	7	10
	Research Project 1: Proposal Writing	7	10
	Credit Risk and Bank Lending	7	10
	Professional Practice	7	40
	Research Project 2: Dissertation	7	20
ELECTIVE COMPONENT			
Subjects / Units / Modules /Courses	Corporate Financial Operations	7	10
	Behavioral Finance	7	10
	Islamic Finance	7	10
	Financial Modelling	7	10

	International Trade Finance	7	10
	Financial Innovation and Structured Finance	7	10
	Financial Strategy	7	10

Rules of combinations, Credit distribution (where applicable):

- The qualification represents ALL outcomes for the compulsory unit standards and all outcomes from the elective unit standards making up 480 credits.
- The credit combination for this qualification is: 180 Credits from fundamental components, 270 credits of core components and the remaining 30 credits from elective components.

Credit distribution:

Level and Credits	Compulsory	Elective
Level...5...Credits.....70	70	
Level...6...Credits.....160	160	
Level...7.... Credits.....230	200	30
Level ...8 Credits20	20	
Minimum credits total: 480	450	30

ASSESSMENT & MODERATION ARRANGEMENTS

This qualification is assessed and moderated as follows:

Integrated Assessment:

Because assessment practices must be open, transparent, fair, valid, reliable and ensure that no learner is disadvantaged in any way whatsoever, an integrated assessment approach is incorporated into the qualification. Both formative and summative assessment processes are monitored during the qualification and to determine competence at the end of the qualification.

Summative assessment:

Integrated assessment, focusing on the achievement of the exit-level outcomes, will be done by means of a written examination (of at least 2 - 3 hours) at the end of every module (per module).

Project: Students need to do a project and submit their project work at the end of the qualification.

Professional Practice: All students will go through the work placement. A tutor assigned to the student will visit the student (intern) at their workplace and do the evaluation worth (15%). A second visit at the intern's place is conducted and evaluation is completed (15%). The supervisor evaluates the intern and submits a report to the tutor (20%). At the end of their professional practice, each student will submit a project report worth 50%. All the marks from the internship tutor visits, supervisor evaluation of intern and report will be captured in the 'internship report feedback form'. Monitoring of students' during internship is done using weekly logbooks.

Formative assessment:

Learners are continuously assessed through:

- Practical test
- Class assignments
- Presentations
- Informal class tests
- Formal modular tests

Pass requirements:

A learner passes a module if he/she obtains a final mark of 50% or more in the module. The final mark is constituted of class participation (5%) the formative assessments (35%) and the summative assessment (60%). A learner qualifies for the BCom in Investment and Banking degree at NCQF level 7 when he/she passes all required modules individually. The final mark for the qualification is calculated by averaging the marks obtained in the various modules.

Moderation:

Moderation of assessments focuses on:

- a) Ensuring the assessment is aligned to the module objectives and the learning outcomes.
- b) Ensuring assessment is consistent on all levels within the institution and does not show any bias or academic disregard and that it is immune to all forms of prejudice.
- c) Ensuring the level of assessment appropriately matches to students' level of study. This ensures that the assessments remain viable, relevant and provide an accurate judgement of a student's achievements and level of knowledge.
- d) Maintaining consistency in the marking process

Pre-assessment Moderation:

This moderation is carried before assessment tasks are given to students. All submitted sets of question papers & marking keys are shared with the moderators. Each assessment pack should be moderated by two Moderators where possible. The question paper moderation report should be filled in for each question paper. Moderator reports will be shared with the question paper setter so that moderator feedback is considered when finalizing the question paper.

Post-assessment moderation or moderation of marking

Moderation of completed assessment tasks is categorized as post-assessment moderation. It is carried out after assessment tasks have been marked. The set of answer scripts and marking keys are shared with the moderators. At least 10% of the answer scripts in a module should be moderated during post assessment moderation.

Both internal and external moderation will be done in-line with the Moderation policy of the Institution.

RECOGNITION OF PRIOR LEARNING (if applicable)

A clear framework through which students can accumulate learning credits and transfer such credits towards appropriate qualifications helps to validate and recognize learning gained through formal and informal means, provides flexibility to students, and allows students to progress relatively seamlessly through their lifelong learning journey.

Candidates may apply for recognition of prior learning whether such learning has been gained through formal programmes of study, through workplace learning, or through any other formal or informal means. Any candidate applying for recognition of prior learning (RPL) or Credit Accumulation and Transfer (CAT) will be expected to provide evidence of such learning that must be relevant, sufficient, valid, verifiable, and authentic. In addition, the candidate may be interviewed by a member of staff or have to take a formal test, which may include a live demonstration of skills and competencies, to assess competence.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathway:

1. Horizontal Articulation:

Graduates of this qualification may consider pursuing related qualifications at this NCQF level 7 such as Bachelor of Commerce in Finance, Bachelor of Commerce in Risk Management; Bachelor of Commerce in Accounting; Bachelor of Commerce in Financial Management and Bachelor of Commerce in Supply Chain Management for purposes of multiskilling, retooling, etc.

2. Vertical Articulation:

A BCom in Investment and Banking graduate can continue towards pursuing an Honors and then progress to Master's degree in Banking or finance field or with an emphasis on business management. With this qualification the incumbent can pursue any finance/ accounting/investment/banking Master's after qualifying with a one year Honors degree in any higher institution of learning at local, regional or international level. Graduates may pursue professional qualifications like Certified Investment Banking Professional (CIBP), Certified Investment Banking Associate (CIBA) Chartered Financial Analyst (CFA) and Financial Risk Management (FRM).

Employment Pathway:

After completing the BCom in Investment and Banking qualification, students are expected to be practitioners as follows:

- Investment,
- Banking,
- Portfolio Management,
- Accounting,
- Estate Administration,
- Taxation,
- Auditing and
- Corporate Governance
- Stock Brokers
- Market Analyst

QUALIFICATION AWARD AND CERTIFICATION

The learner will be awarded '**Bachelor of Commerce in Investment and Banking**' by the qualification developer, after attaining 480 credit value as specified in the rules of combination and credit distribution.

- The qualification represents All outcomes for the compulsory unit standards and all outcomes from the elective unit standards making up 480 credits.
- The credit combination for this qualification is: 180 Credits from fundamental components, 270 credits of core components and the remaining 30 credits from elective components in total 480 Credits.
- This qualification does not have exit awards. Therefore, if the candidate does not meet the prescribed minimum standards of the qualification, the learner will exit with a transcript.

REGIONAL AND INTERNATIONAL COMPARABILITY

This Qualification was compared with various universities running similar qualifications. The following universities and their qualifications were taken for the comparisons:

Regional:

- University of South Africa (Bachelor of Business Science in Investment)
- University of the Free State (*Bachelor of Business Science in Banking*)

International:

- University of Reading - United Kingdom (BSc in Finance and Investment Banking)

Summary:

University of South Africa (UNISA):

The similarities are that both qualifications offer modules that are related to Investment and banking. Both qualifications are at level 7 and are completed within three (3) years. The differences are minor on the exit learning outcomes, this qualification came out with 15 exit learning outcomes due to the inclusion of banking aspect whilst UNISA came out with 9 exit learning outcomes. The reason being that some of the learning outcomes were merged or combined on the qualification for UNISA. The other difference is on the number of credits; this qualification has 480 credits whilst at UNISA qualification has 360 credits

University of the Free (South Africa):

The similarities are that both qualifications are BCom in Investment and Banking are both at level 7. The differences are minor on the exit learning outcomes, this qualification came out with 15 exit learning outcomes due to the inclusion of banking aspect whilst University of Free State came out with 12 exit learning outcomes. The reason being that some of the learning outcomes were merged or combined on the qualification for University of Free State. Both students will be able to register with the institute of banking and progress to Honors degree.

University of Reading (United Kingdom)

The similarities are that both qualifications are offering exit outcomes that train graduates to be investment and banking specialists who may work in any competitive environment. The BCom in Investment and Banking is at level 7 and BSc Finance and Investment Banking from the University of Reading is at level 7. Both degrees have a practical orientation and specialized modules in investment, banking, corporate

finance, accounting and research and management critical skills. Both qualifications create a pathway for the students to do professional courses and to obtain employment in the financial sector. There are differences in the modules on offer and the duration of the qualification. This qualification is offered for 4 years including an attachment period, while at Reading University a similar qualification is offered for 3 years with no attachment period. The differences may be having appeared due to the fact that the BSc Finance and Investment Banking from the University of Reading combine their practical/industry experience into their teaching and learning (University of Reading uses high-frequency trading simulation software in class for practical experience). This qualification has far much more credits (480) than the one offered at the University of Reading which has 360 credits.

REVIEW PERIOD

5 Years

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

N/A