BOTSWANA Qualifications Authority	**BQA NCQF QUALIFICATION TEMPLATE**

CTION A:	**QUALIFICATION DETAILS**		
QUALIFICATION DEVELOPER (S)	Imperial School of Business and Science		
TITLE	Bachelor of Commerce in Finance and Banking	**NCQF LEVEL**	7
STRANDS (where applicable)	N/A		
FIELD	Business, Commerce and Management Studies	**CREDIT VALUE**	495
SUB FIELD	Finance		

New Qualification		Legacy Qualification		Renewal Qualification	☑
				Registration Code	Q0103

SUB-FRAMEWORK	General Education		TVET		Higher Education	☑

QUALIFICATION TYPE	Certificate	I		II		III		IV		V		Diploma		Bachelor	☑		
	Bachelor Honours		Post Graduate Certificate		Post Graduate Diploma												
	Masters		Doctorate/ PhD														

RATIONALE AND PURPOSE OF THE QUALIFICATION

RATIONALE:

Botswana has exhibited a strong, resilient and fast-growing financial and business services sector that is underpinned by a robust legal and regulatory framework. Financial and business services have potential to create jobs and generate export earnings, (Vision 2036 Achieving Prosperity for All, Financial and Business Services, p.17). Furthermore, Botswana will utilise developed financial services capability to fund investment opportunities and generate wealth through the export of financial services, (Vision 2036 Achieving Prosperity for All, Financial and Business Services, p.17).

According to the Human Resource Development Council (HRDC) " Business & Financial Services" is one of the prioritised fields that create employment opportunities in Botswana, (*BHRDS Fair and*

Career Clinics 2023. Page 18.). That is, the graduates of the BCom in Finance and Banking qualification could easily secure the occupations which are listed in the BHRDC priority list, (*BHRDS Fair and Career Clinics 2023. Page 26).* These employment opportunities are in the field of:

1.Finance Managers
2.Business insurance services & Administration Managers.
3.Chartered Accountants
4.Credit and Loans officers
5.Valuers and Loss Assessors
6.Financial and Investment Advisors
7.Financial Analysts

The stakeholders' consultative meetings / surveys conducted by ISBS for the purpose of assessing the validation of the qualification during the time of its renewal most of the stakeholders supported the view that the qualification, Bachelor of Commerce in Finance and Banking, BCom in Finance and Banking is still relevant in Botswana as it could create more employment opportunities. In this respect, the stakeholders recommended that the qualification adapts to the current needs of the industry. Therefore, the modules "Introduction to Accounting and Finance", "Principles of Insurance", "Financial Reporting", "Dissertation", "Audit and Assurance", and "Business Information Systems" have been included in the qualification BCom in Finance and Banking. Besides, in order to provide more work-place experiential learning, the credit value of the module "Industrial Attachment" is increased in the reviewed qualification.

The high demand for the qualification (BCom in Finance and Banking) in Botswana is also evident in the enrolment record (2019-2021, 2021-2022, 2022-2023 and 2023 to 2024) since ISBS started offering the qualification, that is, in the year 2019 under the National Credit and Qualification Framework.

This qualification will provide the learners with a unique mix of practical focus on banking, accounting, law, risk, insurance, and grounding in the fundamentals of finance. This winning combination sets up the learners, unsurprisingly, for careers in the finance, accounting and banking sectors.

PURPOSE: (itemise exit level outcomes)

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

1. Communicate company matters including annual and financial reports with internal and external stakeholders using oral and digital medias.
2. Apply modern finance, banking, and management methods to make decisions in financial transactions.
3. Evaluate finance and investment performance with reference to the operation of financial markets.
4. Identify and assess various financial and operational risks pertaining to banking and other financial institutions.
5. Identify the legal and ethical requirements and assess customers for providing financial needs.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

Prospective learners will be admitted to Bachelor of Commerce in Finance and Banking qualification on account of having satisfied the entry requirements for the level they apply for:

- NCQF Level 4, Certificate IV or equivalent qualification.
- Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) will be considered as per the National and ETP's policies on RPL and CAT.

SECTION B	QUALIFICATION SPECIFICATION
GRADUATE PROFILE (LEARNING OUTCOMES)	**ASSESSMENT CRITERIA**

1. Manage and retain customers in banking and other financial institutions.	1.1 Evaluate various types of customers and apply strategies to satisfy their needs and wants. 1.2 Use suitable norms and practices to render customer satisfaction. 1.3 Use appropriate hard and soft skills to retain customers.
2. Communicate effectively with national and international clients specifically on business matters.	2.1 Draft effective business communication documents for internal and external stakeholders. 2.2 Communicate with stakeholders effectively, through presentations and use of digital communication tools. 2.3 Utilise strategic flow of communication in an organisation to update the workforce with organisational matters, maintain order and transparency.
3. Use different computer software applications to produce various electronic documents.	3.1 Produce work-related documents using appropriate software applications. 3.2 Use proper file and folder management techniques to store data safely and accessibly in a computer. 3.3 Analyse data using appropriate computer applications. 3.4 Apply functions and formulae with the help of computer applications for easy calculations. 3.5 Conduct power point presentations using computer applications. 3.6 Import and export data with the help of computer applications.

4.Apply essential numerical skills to make sound financial decisions in business.	4.1 Prepare double-entry bookkeeping utilising the financial transactions of a company. 4.2 Record transactions in the appropriate ledger accounts using the double entry bookkeeping system. 4.3 Balance off ledger accounts at the end of an accounting period of a company 4.4 Prepare a trial balance, balance sheet and a profit and loss account.
5. Apply leadership skills and behaviours that are appropriate for strategically improving the functions of an organisation.	5.1 Control and direct personnel and activities of an organisation or a department to achieve the common objectives. 5.2 Use different leadership styles and suitable strategies to lead, control and motivate staff members toward the organisational goals. 5.3 Carry out staff performance evaluations and adopt corrective measures to improve staff output.
6. Manage operations of banks and other financial institutions well to ensure organisational success.	6.1 Evaluate the impact of trends and challenges in the banking industry and recommend mitigating strategies. 6.2 Implement suitable business model by incorporating traditional and contemporary banking practices. 6.2 Assess the functions of financial markets and financial intermediary institutions and apply strategies to manage risks and adopt remedial insurance services. 6.3 Forecast the financial objectives of an institution to inform the preparation of budgetary plans.

7.Develop management accounting techniques, plan, control and monitor the performance of an organisation in a variety of business contexts.	7.1 Create a Cost Volume Profit (CVP) model for a company, analyse, and determine the breakeven points and profit targets. 7.2 Calculate variable costing, activity-based costing, master budgeting, and flexible budgets performance analysis. 7.3 Identify and mitigate financial risks and apply strategies to ensure a company's long-term financial sustainability. 7.5 Prepare a balance sheet and sustainability report for a company. 7.6 Prepare a master budgets for a company including statement of profit or loss and statement of financial position.
8. Manage and plan key human resource functions with respect to recruitment, training and motivation of staff members for an organisation.	8.1 Plan, direct, and coordinate administrative functions of an organisation. 8.2 Conduct recruitment interviews to select appropriate human resources. 8.3 Conduct and coordinate training and motivational programmes for staff. 8.4 Evaluate criteria for establishing legal compliance with employment relations. 8.5 Operate an organisation in compliance with labour and other legal regulations.
9. Evaluate the scope of audit and assurance engagements in banking and other financial institutions to execute sound financial decisions.	9.1 Apply national and international auditing regulations to ensure compliance with audit standards.

	9.2 Conduct audits to ensure that information presented in the financial report reflects the financial position of a company at a given period. 9.3 Maintain accurate records of financial transactions, including journal entries, ledgers, and reconciliations. 9.4 Analyse financial reports and budgets. 9.5 Analyse financial trends of a company and undertake financial decisions.
10. Conduct research to identify the feasibility of new business ventures.	10.1 Evaluate qualitative and quantitative types of data in research methods. 10.2 Assess various methods of data collection in market research. 10.3 Identify and assess methods of data analysis pertaining market research for a company. 10.4 Assess the methods of data interpretation in a research activity.

SECTION C	QUALIFICATION STRUCTURE		
	TITLE	Credits Per Relevant NCQF Level	Total Credits

COMPONENT		Level [5]	Level [6]	Level [7]	495
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Introduction to Business	12			12
	Introduction to Quantitative Methods	12			12
	Introduction to Business Communications	12			12
	Business and Industrial Psychology	12			12
	Introduction to Computer Applications	12			12
	Introduction to Accounting and Finance		12		12
	Introduction to Finance and Banking		12		12
	Business Law-Botswana		12		12
	Introduction to Corporate Finance		12		12
	Principles of Insurance		12		12
CORE COMPONENT Subjects/Courses/ Modules/Units	Quantitative Methods		12		12
	Customer Relationship Management		12		12

	Public Finance and Taxation		**12**		**12**
	Corporate Governance and Ethics		**12**		**12**
	Leadership		**12**		**12**
	Working Capital Management		**12**		**12**
	Corporate Finance		**12**		**12**
	Financial Accounting		**12**		**12**
	Bank Management I		**12**		**12**
	Business Environment		**12**		**12**
	Financial Reporting			**15**	**15**
	Finance and Banking			**15**	**15**
	Risk Control and Strategies			**15**	**15**
	Bank Management II			**15**	**15**
	Financial Statement Analysis			**15**	**15**
	Research Methodology			**15**	**15**
	International Finance Markets and Institutions			**15**	**15**
	Financial Management			**15**	**15**

	Computerised Accounting in Practice			**15**	**15**
	Corporate Strategy			**15**	**15**
	Dissertation			**20**	**20**
	Industrial Attachment			**40**	**40**
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	**Credits Per Relevant NCQF Level**			**Total Credits**
		Level [ ]	**Level [ ]**	**Level [ ]**	
1.					
2.					
Electives (Any three)	Managerial Accounting			**15**	**15**
	Marketing for Financial Services			**15**	**15**
	Operations Management I			**15**	**15**
	Supply Chain Management			**15**	**15**
	Human Resources Management			**15**	**15**
	Business Information Systems			**15**	**15**
	Organisational Behaviour			**15**	**15**

	Investment Analysis			**15**	**15**
	Management of Financial Institutions			**15**	**15**
	Enterprise Risk Management			**15**	**15**
	Commercial Banking			**15**	**15**
	Audit and Assurance			**15**	**15**
	Public Fund Management			**15**	**15**
	Advanced Corporate Finance			**15**	**15**

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	**Credit Value**
Level 5	**60**
Level 6	**180**
Level 7	**255**
TOTAL CREDITS	**495**

Rules of Combination:

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

Rules of Combination:

Learners must take all the fundamental modules worth 120 credits, Core modules having 330 credits including three (3) Electives (45 credits) to achieve a total of 495 credits to graduate in BCom in Finance and Banking qualification.

ASSESSMENT ARRANGEMENTS
Formative Assessments The outcomes of each module in the qualification are assessed through formative assessments. Fifty percent (50%) of the total marks will be contributed to the final mark. **Summative** Summative assessments will contribute 50% to the final mark. All the assessors must registered with Botswana Qualifications Authority, with a minimum three (3) years of teaching experience in the relevant field.
MODERATION ARRANGEMENTS
There will be provision for internal and external moderation, conducted by registered and accredited moderators.
RECOGNITION OF PRIOR LEARNING
Recognition of Prior Learning, RPL, will be applicable for consideration for award of credits towards this qualification in accordance with relevant national and institutional policies on RPL.
CREDIT ACCUMULATION AND TRANSFER
Credit Accumulation Transfer (CAT) will be applicable for this qualification in accordance with relevant national and institutional policies on CAT.
PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)
Learning progression: Vertical Articulation • Master of Commerce in Finance and Banking • Master of Commerce in Finance • Master of Commerce in Banking • Master of Commerce in Accounting • Association of Certified Chartered Accountants • Chartered Institute of Management Accountants. • Botswana Institute of Chartered Accountants

Learning progression: Horizontal Articulation

- Bachelor Commerce in Banking
- Bachelor Commerce in Finance
- Bachelor Commerce in Accounting

Employment Progression:

1. Auditor/Risk Inspector
2. Supervisor/manager at banking industry.
3. Business insurance services & Administration Managers.
4. Accountants
5. Credit and Loans officers.
6. Valuers and Loss Assessors
7. Financial and Investment Advisors
8. Financial Analysts
9. Budget Analyst

QUALIFICATION AWARD AND CERTIFICATION

Learners are required to achieve 495 credits to be awarded the qualification BCom in Finance and Banking. Upon successful completion of the qualification, students will be issued with the certificate, BCom in Finance and Banking, in addition to the transcript.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The developed qualification was benchmarked against Bachelor of Science in Banking and Finance offered internationally by the University of London, United Kingdom, and Bachelor of Commerce in Finance and Banking offered regionally by University of South Africa.

SIMILARITIES

Title: The title of the proposed qualification is Bachelor of Commerce in Finance and Banking. The title of the compared qualification offered by the University of London is Bachelor of Science in Banking and Finance, and the title of the regional qualification offered by the University of South Africa is Bachelor of Commerce in Finance and Banking. Therefore, the titles of the qualifications offered by three countries are similar.

NQF level: This qualification is at NCQF level 7. The qualification offered at the University of London is Regulated Qualifications Framework (RQF) level 6, and the qualification offered by University of South Africa is National Qualifications Framework (NQF) level 7. Though each country has its own specific terminology for the level Descriptors, they are all equivalent to the National Credit Qualifications Framework (NCQF) level of the qualification.

Credits and Duration: This qualification has 495 credits and a 4-year duration. The qualification offered by the University of London is at Level-6 because of the different NQF system, and the University of South Africa, is at level 7. Both qualifications have minimum 360 credits each and 3-year durations, respectively. This is because they enrol learners from A-Levels, an equivalence of NCQF Level 5, whereas institutions in Botswana enrol learners from NCQF Level 4; hence, there is a difference of a full academic year, which is equivalent to 120 extra credits.

Main Exit level outcomes: All the qualifications aim to prepare the learners to apply modern finance, banking, and management methods to make decisions in financial transactions both in banking and other financial institutions, as well as identifying and mitigating various risks associated with finance and banking operations.

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 19 core modules, the BSc in Banking and Finance offered by the University of London has 11, and the BCom in Finance and Banking offered by the University of South Africa, has 16 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 submitted qualification candidates are required to pass a minimum of 495 credits through the required fundamental, core, and elective modules. In regional and international qualifications, students must achieve a minimum 360 credit value.

Pathways: The pathways of this qualification are similar to the qualifications compared.

DIFFERENCES

Entry Requirements, Credit Value or Duration and NQF levels:

The entry requirements of the qualifications offered regionally and internationally differ slightly, as reflected in their total credit values and duration. Though the level descriptors are named differently in the compared qualifications offered in regionally and internationally, they are equivalent to the NCQF framework of Botswana.

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.

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, an NCQF Level 5 equivalent entry points.

REVIEW PERIOD

The qualification will be reviewed after every 5 Years.

CODE (ID)			
REGISTRATION STATUS	**BQA DECISION NO.**	**REGISTRATION START DATE**	**REGISTRATION END DATE**
LAST DATE FOR ENROLMENT		**LAST DATE FOR ACHIEVEMENT**	