

DNCQF.FDMD.GD04 Issue No.: 01

QUALIFICATION SPECIF	ICAT	ION					
						SECTION	ON A
QUALIFICATION DEVEL	OPER	QUALIFICATI	ON D	EVELOPMENT PAN	IEL		
		Limkokwing Uı	niversi	ity of Creative Techn	ology	(Lead Developer)	
		Logan Busines	ss Col	lege			
		Gaborone Inst	itute o	f Professional Studie	es (GII	PS)	
TITLE	Back	nelor of Business in	Tour	ism Management	NCC	F LEVEL	7
FIELD	Serv	ices	SUB	3-FIELD	Tour	ism Management	
New qualification	V	Review of existing	g qual	ification			
SUB-FRAMEWORK	Gen	eral Education		TVET		Higher Education	V
QUALIFICATION TYPE	Cert	ficate		Diploma		Bachelor	$\sqrt{}$
	Hon	ours		Master		Doctor	
CREDIT VALUE						505	

1.0 RATIONALE AND PURPOSE OF THE QUALIFICATION

1.1 Rationale

Tourism is generally and globally acknowledged as being one of the (very) few economic sectors that has more than significant growth prospects and is characterized as a catalyst for peace and prosperity (Jonckers, 2005). Botswana is gifted with a rich mineral base; a diverse range of flora, fauna, unique landscape, a growing cultural heritage; and political stability resulting in her becoming a destination of choice among foreign tourists. The Government of Botswana has decided on economic diversification through tourism rather than depend solely on minerals as the main engine of economic growth.

Tourism and its associated sub sectors, namely transportation, accommodation, entertainment and recreational activities create jobs, drive exports and generate prosperity across the world (World Travel and Tourism Council, 2017). In Botswana the total contribution of travel & tourism to GDP was BWP17,779.5mn (USD1,623.8mn), 10.9% of GDP in 2016, and is forecasted to rise by 5.5% pa to BWP32,204.9mn (USD2,941.3mn), 12.2% of GDP in 2027. In 2016 travel & tourism directly supported 25,000 jobs (2.6% of total employment). This is expected to rise by 4.8% pa to 43,000 jobs (3.8% of total employment) in 2027. In 2016, the total contribution of travel & tourism to employment, including jobs indirectly supported by the industry was 7.1% of total employment (68,500 jobs). This is expected to rise by 3.5% pa to 100,000 jobs in 2027 (World Travel and Tourism Council, 2017).

The global tourism industry is undergoing changes shaped by social trends such as changes in leisure time preferences, increased individualization, demographic shifts and greater health consciousness, therefore, the need for professionals who can handle the usual tasks, manage and cope with the change. The industry employees need to be flexible, have the ability to assess their workflows, have multi-tasking skills, the ability to identify changes and quickly develop relevant strategies, make quick decisions and/or necessary changes when the need arises.

The aforementioned skills are lacking in the industry. Currently, there is a disparity between the skills

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and experience employees have and the skills and experience needed in the tourism industry (Botswana Government's Hospitality & Tourism Profile, 2010). The Human Resource Development Council (HRDC) list of "top occupations in demand" includes tourism related occupations. The HRDC's Interim Sector Skills in Demand also lists the skills that are needed in the tourism industry as; sales and marketing, tour guiding skills, chef skills, management skills, project management skills, accounting and finance skills, front office skills, etc. The shortage of these skills, lack of training, crisis of competence, and a growing demand for flexibility and creativity is hindering the provision of quality service in the hospitality and tourism industry globally and in Botswana (Lydon, 2014).

A survey was carried out in the tourism industry amongst the following: AT & T, Khupe Group, Europear Botswana, South African Express and Department of Tourism basing on their size and years of operation. The purpose of the survey was to ascertain the exact skills or competencies that the industry needs to grow. The survey findings indicated that the industry needs people who can communicate effectively, prepare rooms for occupation and design sales programmes for accommodation enterprises, design profitable tour packages and come up with sound business initiatives and business plans. Therefore the Bachelor of Business in Tourism management comes to produce graduates with such skills in order to close the existing gaps.

1.2 Purpose

The purpose of the qualification is to produce graduates with practical knowledge, skills and competences to;

- communicate effectively
- design sales programmes for accommodation enterprises
- design profitable tour packages and modifying tourism products and services to accommodate changes in the tourism industry
- develop sound business initiatives and business plans for organizations involved in domestic and international tourism.
- understanding emerging trends in tourism such as growing interest in local culture, food, crafts and arts.
- creatively organize travel activities
- Tailor making and arranging holidays according to specific tourist segments
- Taking advantage of upcoming events for the benefit of the industry
- Creating tourism activities that accommodate tourists with disabilities.
- Responding to the changes in tourist needs such as the need for adventure tourism, health consciousness, etc.
- Responding to the increasingly individual travel wishes and diversified demands of the various tourist groups.

2.0 ENTRY REQUIREMENTS (including access and inclusion)

2.1 Entry Requirements:

(a) Normal Requirements

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 NCQF Level 4, Certificate IV in General Education (e.g. Botswana General Certificate of Secondary Education or equivalent, with a pass or better in English, Geography, History, and Development Studies, or any other social science subject.

- NCQF Level 5, Certificate V in a related discipline with exemptions where applicable.
- Applicants in possession of appropriate Level 6 qualification in any tourism-related or equivalent qualification will be considered for entry into the qualification, with possibility of exemptions.

(b) Special needs

 Entry into the qualification will not discriminate on the basis of special needs, and where necessary, learners with special needs will be required to provide an official medical assessment report to determine the extent of the disability.

(c) Mature entry

 Applicants with a three-year experience in tourism, hospitality or any other related field supported by reference letters from the industry or supervisor will be considered for entry into the qualification.

(d) Credit Transfer

- In reference to CAT and RPL policies, credit transfer shall also be recognized as an approach to enroll those who have certificates recognized by BQA for purposes of placing them on an equivalent NCQF level.
- Qualifications from other frameworks will be assessed in line with NCQF requirements.

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3.0	QUALIFICATION SPECIFICATION	1	
			SECTION B
	ADUATE PROFILE (LEARNING COMES)	ASSE	SSMENT CRITERIA
3.1	Develop effective business	3.1.1	Communicate effectively in written, electronic and oral
	communication strategies for the		forms to the business stakeholders in meetings,
	tourism establishment.		negotiations, etc.
		3.1.2	, , , , , , , , , , , , , , , , , , , ,
		3.1.3	stakeholders Network confidently internationally with relevant
		3.1.3	stakeholders
		3.1.4	Negotiate effectively with business creditors
			Communicate effectively through different communication
			channels
			Communicate effectively with diverse stakeholders
3.2	Devise the best ethical practices	3.2.1	
	in operating a tourism		communities/countries
	organization.	3.2.2	
		3.2.3	Assess the issues concerning the socially responsible corporation.
		3.2.4	•
			Analyse various business ethics in conducting business
		3.2.6	
			of men and women as well as vulnerable groups such as
			children, the elderly and people living with disabilities
		3.2.7	Devise strategies to safeguard the natural and economic
		220	environment.
		3.2.8	Develop tourism activities that reflect respect for the artistic, archeological and cultural heritage of the local
			communities.
3.3	Conduct economic analysis to	3.3.1	Outline concepts and principles of leisure and tourism
	support decision making		economics
	process in leisure and tourism	3.3.2	Describe the concepts and principles of leisure and tourism
	industry		economics
		3.3.3	Forecast on the demand /supply of leisure and tourism
		3.3.4	services Identify types of tourism demand
			Outline factors that motivate people to travel
			Analyse the factors that motivate people to travel
		3.3.7	·
			focus on for higher returns
		3.3.8	
3.4	Solve complex tourism problems	3.4.1	·
	using relevant theories, research		problems.
	methodologies or techniques.	3.4.2	Compile research reports that critically and coherently
			describe theoretical arguments, the research process,

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		0.40	methodology, results, conclusions and recommendations.
		3.4.3	Compile a market survey report as per given specifications
		3.4.4	,
			findings to a range of audiences orally and in written form
3.5	Develop sustainable methods	3.5.1	Analyse the political, economic, social technological and
	for managing tourism		environmental impacts of tourism from an international
	businesses and projects.		perspective
		3.5.2	Establish the best practices to further sustainability
			(economic, environmental and cultural/social) in the
			industry.
		3.5.3	Develop indicators for sustainable tourism development
			monitoring.
		3.5.4	Analyze sustainable issues and challenges that regional
			tourism organizations face in managing their business.
3.6	Generate competitive business	3.6.1	Develop a business plan as per given specifications in
	strategies in order to promote		groups.
	the sustainability of tourism	3.6.2	Design organisational strategy at corporate level that
	company.		includes diversification of products or services at different
			stages of development.
		3.6.3	Compose a business strategy that matches the company's
			situation.
		3.6.4	Develop new processes of conducting tourism functions
		3.6.5	Design innovative holiday packages
		3.6.6	Use technology in new ways for competitive advantage
		3.6.7	Develop strategies for adapting to changes in the tourism
			industry
		3.6.8	Use the latest technology, strategies and data to formulate
			strategies for competitive advantage.
3.7	Provide excellent customer	3.7.1	Identify tourism customer needs and develop means to
	service in the tourism industry		meet them
	•	3.7.2	Market cost effective tourism packages
		3.7.3	. •
			enhance customer satisfaction
		3.7.4	Provide customers with information requested promptly in
			English or French
		3.7.5	Treat all customers courteously, fairly and respectfully
		3.7.6	Collect more tourism information through reading of
		3.7.3	brochures, trade press and internet articles locally and
			internationally
3.8	Utilize the modern ticketing and	3.8.1	Make accommodation, flight and restaurant reservations for
0.0	reservations system for	0.0.1	clients
	automated transactions in the	3.8.2	Confirm accommodation and travel arrangements for
	Tourism industry	0.0.2	Committee and traver arrangements for

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		1	auatamara
		200	customers
		3.8.3	Calculate ticket costs correctly
		3.8.4	
3.9	Employ tourism destinations	3.9.1	Describe tour operations
	knowledge and skills in running	3.9.2	Identify international tourism attractions and destinations
	tour operating enterprises	3.9.3	Demonstrate how travel principals are packaged
		3.9.4	Utilise the travel language
		3.9.5	Design travel brochures
		3.9.6	Interpret codes, terms, and definitions that are used in the
			travel and tourism industry
3.10	Create tourism products and		Formulate and monitors customer service standards
	services that achieve guest		Propose right methods of tour distribution
	satisfaction	3.10.3	Design tour brochures or websites as per the given
			specifications and which offer visual proof of the experience expected
		3 10 4	Design tourism products and services in such a way that
		0.10.4	they function as they are expected to
		3.10.5	Develop strategies that enable employees to provide
			tourism services in a caring and friendly manner
		3.10.6	Resolve problems in the tourist products and services
			promptly
		3.10.7	Monitor the quality customer service so it is focused on the
2 11	Create management quetoms for	2 4 4 4	visitor experience.
3.11	Create management systems for effective running of tourism	3.11.1	Develop tourism business management processes and procedures
	businesses and effective service	2 11 2	•
	delivery.		Create teams in the tourism organization
	•		Manage teams for higher productivity
			Provide training and ongoing assistance when necessary
		3.11.5	Evaluate the effectiveness of developed management
		0.44.0	systems
			Make a projection of staff roles and responsibilities
		3.11.7	Formulate strategies to motivate staff in the tourism
			industry
		3.11.8	Develop performance measures that are easy for staff to
			understand and comply
3.12	Comply with the legal and	3.12.1	Apply the general regulations that guide the tourism
	regulatory framework within the		industry in Botswana
	tourism industry.		Examine legal issues that govern the tourism industry
		3.12.3	Generate various types of contracts
		3.12.4	Generate policies for organizations
3.13	Design appropriate marketing	3.13.1	Determine the marketing goals of the tourism enterprise
	strategies for tourism products	3.13.2	Profile potential tourism customers and determine their
	and services.		needs
		3.13.3	Analyse the strengths and weaknesses of competitors to
		1	

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	the business
	3.13.4 Design an effective marketing strategy for their
	organisation.
	3.13.5 Compose effective personal selling techniques, (including
	making presentations, telephone skills, sales calls and upselling.
	3.13.6 Compile a market survey report for the business as per given specifications
3.14 Develop practices that ensure employee welfare, guest safety	3.14.1 Analyse important health and safety issues in organisations
and security in the tourism	3.14.2 Develop security arrangements in tourism establishments
industry.	3.14.3 Monitor security arrangements in tourism business
	3.14.4 Outline the responsibilities of managers and employees in
	ensuring safety and security of guests, employees and
	property.
	3.14.5 use proper storage for controlled products.
	3.14.6 Evaluate safety and security measures regularly
3.15 Build frameworks for the management and sustainability	3.15.1 Describe big game animals and birds by distribution and habitat.
of wildlife tourism.	3.15.2 Identify locations of deserts, semideserts, savannah,
	mountain rain forests, scrub forests and lakes and relate
	with wildlife habitat.
	3.15.3 Describe the impact of the big 5 in development of tourism.3.15.4 Identify national parks, reserves for games reserves and
	other reserves.
	3.15.5 Explain the relationship amongst parks and reserves
	management, tour operators, tourists, hospitality
	establishments.
	3.15.6 Develop frameworks for conservation for sustainable
	management of wildlife tourism.
	3.15.7 Identify existing legislative guidelines for supporting wildlife
	based tourism and management.

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4. QUALIFICATION STRU	CTURE		
			SECTION (
FUNDAMENTAL	Title	Level	Credits
COMPONENT	Creative & Innovation Studies	6	10
Subjects / Units / Modules	Communication & Study Skills	6	10
/Courses	Introduction to Computer Skills	6	10
	Principles of Accounting	6	10
	Introduction to Business Management	6	10
	Principles of Marketing	6	10
	Business Communication	6	10
	Principles of Economics	6	10
	Customer Service	6	10
	Professional Ethics for Business	7	13
	Strategic Management	7	13
	Hospitality Operations & Management	6	10
	Principles of Tourism Management	6	10
CORE COMPONENT	French for Tourism and Hospitality	6	10
Subjects / Units / Modules	Human Resource Management	7	13
/Courses	Financial Management	7	13
	Local and Global Trends in Tourism	7	13
	Tourism Operations Management	6	10
	Tourism Destinations in Botswana	7	13
	Ticketing and Reservations	7	13
	Industrial Attachment	7	40
	Destination Management	7	13
	Entrepreneurship for Tourism	7	13
	Tourism Research Methods	7	13
	Innovative Management for Sustainable Tourism	7	13
	Cultural & Heritage Studies	7	13
	Eco-Tourism and Sustainable Tourism Development	7	13

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	Tourism Geography	7	13
	Tourism Marketing	7	13
	Tourism Economics	7	13
	Regional and International Tourism	7	13
	Tourism and Hospitality Law	7	13
	Conventions, Meetings and Event Management	7	13
	Wildlife Tourism	7	13
	Health, safety and Security in Tourism Industry	7	13
	Media Relations	7	13
	Tour Guiding	7	13
	ICT in Tourism	6	10
ELECTIVE COMPONENT	Project Management	7	13
Subjects / Units / Modules	French		
/Courses	Digital Tourism Marketing and Branding	7	13
	Tourism, Sport and Leisure	7	13
			505

5. RULES OF COMBINATIONS, CREDIT DISTRIBUTION (WHERE APPLICABLE):

Components	Minimum NCQF Credit Level	Credits available	Total minimum credits
Fundamentals	6	140	140
Core	7	339	339
Electives	7	26	26
Total	<u>'</u>	ı	505

All fundamental and core modules are compulsory. Learners must choose 2 elective modules from the 4 provided. Learners must take a minimum of 26 credits for electives.

- 5.1 The composition of the qualification has 2 levels ranging from Level 6 and 7.
- 5.2 Learners must take and pass all pre-requisite modules to be allowed to take successive modules.

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6.0 ASSESSMENT AND MODERATION ARRANGEMENTS

6.1 ASSESSMENTS

The learners will undergo formative and summative assessments which should be designed by assessors who are accredited by BQA. Formative assessments could comprise components such as class exercises, presentations, tests, assignments, demonstrations and simulations among others and final examination for summative assessment. Both Formative and Summative assessments will each account for 50% of the final Grade.

All assessments will be designed with reference to the approved module descriptor.

Internship weighting:

Coursework	Weighting
Academic (mentor) Supervisor visits	30%
Workplace Supervisor	20%
Logbook	30%
Internship Report	20%
Total	100

6.2 Moderation

There will be internal and external moderation undertaken by moderators accredited by BQA. All processes and procedures will be in line with NCQF requirements. This will be conducted in reference to the institution's moderation policy and procedures.

Moderation of assessment takes place at the key stages of the assessment process, i.e. design of tasks and marking of assignments (including consideration of results). For consideration of results, 30% from each specific assessment is subjected to moderation, that is; mid-semester test, examination, individual assignment, group assignment, etc. This process of moderation is done both at internal and external level.

6.3 Internal Moderation

(1) Moderation is done after the setting of assessments. The principle aspects considered at this stage are a review of:

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- a. Compatibility of assessments with learning outcomes
- b. Over-arching approach to assessment
- c. Assessment criteria
- d. Marking schemes
- e. Model answers
- f. Consistency with NCQF level
- g. Suitability of tasks, questions, etc.

Moderation at the design stage is undertaken by the all lecturers teaching the various modules in the qualification.

- (2) Moderation: Marking of Assessments. Moderation at marked assessments stage: The key activities of moderation process at the marking stage include:
 - a. Sampling of marked assessments
 - b. Additional marking of borderlines and fails
 - c. Double marking of dissertations, major projects/designs or presentations
 - d. Adjudication by another marker where there are significant differences between the marks given by two or more assessors
 - e. Evaluation of consistency where multiple staff members have contributed to the marking
 - f. Consideration of special circumstances which may have affected the performance of a group of students.
 - g. Overview of the approach to considering the special circumstances of individual students

6.4 External Moderation

(1) For design of assessments external moderation is carried out after corrections from internal moderation are done by the assessor. An external moderator recognised by BQA is engaged to look at the following assessments; mid-semester test, examination, individual assignment, group assignment, and practical assessments.

The principle aspects considered at this stage are a review of:

a. Compatibility of assessments with learning outcomes

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- b. Over-arching approach to assessment
- c. Assessment criteria
- d. Marking schemes
- e. Model answers
- f. Consistency with NCQF level
- g. Suitability of tasks, questions, etc.
- (2) The key activities of the external moderation process for marked scripts include:
 - a. Sampling of marked assessments, assignments, tests, projects and dissertations
 - b. Compatibility of assessments with learning outcomes
 - c. Scrutiny of borderline and fail cases
 - d. Evaluation of consistency where multiple staff members have contributed to the marking
 - e. Consideration of special circumstances which may have affected the performance of a group of students
 - f. Overview of the approach to considering the special circumstances of individual students.

7.0 RECOGNITION OF PRIOR LEARNING (if applicable)

The qualification can be accessed through the RPL, supported by institutional policies and in line with the RPL national policy. Relevant industry experience and informal learning will be considered as prior learning after being measured against specified prescribed learning outcomes.

8.0 PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

This qualification is designed to facilitate vertical, horizontal and diagonal progression both locally and internationally.

8.1 Horizontal Progression

Graduates may progress horizontally between qualifications if they meet the minimum requirements for admission to the target qualification, and those include:

- Any Bachelor in Hospitality Management
- Any Bachelor in Events Management
- Any Bachelor in Heritage and Tourism Studies
- Any Bachelor in Tourism Development
- Any Bachelor in Tourism Management.

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8.2 Vertical progression - Exit

- Any Bachelors (Hons) in Hospitality Management
- Any Bachelors (Hons) in Events Management
- Any Bachelors (Hons) in Heritage and Tourism Studies
- Any Bachelors (Hons) in Tourism Development
- Any Bachelors (Hons) in Tourism Management.

Or graduates from this qualification may progress to any level 9 qualification in any of the following;

- Tourism Management
- Hospitality Management
- Events Marketing
- Heritage and Tourism Studies
- Travel and Tourism

8.3 Employment Pathways

Graduates of the qualification may find employment in a range of public and private organisations for the following posts. Typical roles include:

- Travel agent
- Hotel manager
- Tour operator
- Tour guide
- PR manager
- Tour Representative for People with Disabilities
- Destination Marketing Specialist
- Tourism Business Development Manager
- Safari or Camp Manager
- Lodge Manager
- Entrepreneur
- Restaurant Manager
- Spa managers

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- Events and conference organizer
- Customer Service Manager
- Front Office Manager

9.0 QUALIFICATION AWARD AND CERTIFICATION

- **9.1** To qualify for qualification award and certification in Bachelor of Business in Tourism Management, a candidate must:
 - Attain a minimum of 515 credits overall.
 - Complete satisfactorily any additional and specified requirements of the qualification.
 - Have official verification that he/she has covered and passed all the modules.

10.0 REGIONAL AND INTERNATIONAL COMPARABILITY

Summary of Benchmarking with other Institutions

The qualification was benchmarked against three (3) qualifications regional and internationally:

- 1. Bachelor of Business in Tourism Management –Torrens University, Australia.
- 2. Bachelor of Tourism Management (IBA) Wittenborg University of Applied Sciences, Netherlands.
- 3. Bachelor of Arts in Tourism Management Namibia University of Science and Technology (Namibia)

Variables	Bachelor of Business in Tourism Management (Torrens University, Australia)	IBA (Bachelor) in Tourism Management (Wittenborg University of Applied Sciences, Netherlands)	Bachelor of Arts in Tourism Management (Namibia University of Science and Technology, Namibia)
Duration	3 Years (Full time) 6 Years (Part time)	3-4 Years	4 Years
Mode of Delivery	Full time & Part time	Full time	Full time
Load per semester	5-6 Subjects	5 subjects	5-6 Subjects
Electives	Available	Available	Available
Credits	340	240	Not stated
Internship	Available	Available	Available

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Exit Learning outcomes Modules	Apply tourism concepts to business Apply business and management Monitor current issues in Tourism Participate in visitor economy. Tourist experience Introduction to Tourism,	Demonstrate ability to work in teams Demonstrate effective presentation skills Lead the organization Manage tourism destinations	Not available
	Hospitality & Events Place, Culture & Destinations management Customer experience management Understanding people & Organizations Business Communications Marketing fundamentals Business environment Production Management in Tourism Accounting for decision making Product Distribution & Revenue management Global innovation & Trends Industry practicum 1&2 Tourism strategies planning & policy Sustainability & Resource management	Core modules Tourism & Travel management Economics & Tourism Destination Management Sustainable management Tour operations in the 21st C	The information was not available

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From the three benchmarked qualifications similarities and differences can be drawn:

Similarities

- The mode of delivery in the three qualification is full time
- There is industrial attachment in the three qualifications
- There are electives in the three qualifications
- The load per semester ranging between 5-6 subjects
- The ELOs are almost similar such as manage Tourism destinations/businesses, formulate plans or policies in Tourism among others

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• The similar modules found in the two qualifications that indicated were Tourism management,

Destination management and Tour operations

Differences

- The duration of study is different for one qualification as it is 4 years while for the other two it is stated as 3 years.
- The credits are different one qualification has 240, the other 340 while for the other it is not stated.
- For the delivery mode one institution has part time mode as well as full time. The other two only
 have full time and no indication of part time.
- In modules one qualification indicated all the modules to be studies while the other only indicated the core modules
- In the modules indicates one qualification has Management sustainability while the other one does not have such a module
- In the modules one qualification has Risk & Crisis management while in the other there is no such a module

Contextualization

The proposed qualification has a wider scope in terms of modules to be covered and graduates will acquire knowledge and skills in wider scope. Such areas are finance, health and safety, tourism law, French, information technology, ticketing and reservations, research, wildlife Tourism among others. This implies that, the graduates from the proposed Bachelor of Business in Tourism Management will be more skilled than from the benchmarked ones.

than from the benchmarked ones. REVIEW PERIOD Every five (5) years Other information – please add any supplementary information to help the application for this qualification for NCQF Registration. N/A

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