

**BQA NCQF Qualification Template**

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION						SECTION A
<b>QUALIFICATION DEVELOPER</b>		BA ISAGO University				
<b>TITLE</b>	Bachelor of Commerce in Banking and Finance				<b>NCQF LEVEL</b>	7
<b>FIELD</b>	Business, Commerce and Management Studies				<b>SUB-FIELD</b>	Finance
<b>New qualification</b>	✓	<b>Review of existing qualification</b>				
<b>SUB-FRAMEWORK</b>	General Education		TVET		Higher Education	✓
<b>QUALIFICATION TYPE</b>	Certificate		Diploma		Bachelor	✓
	Bachelor Honours		Master		Doctor	
<b>CREDIT VALUE</b>					525	
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>						
<p>The Human Resource Development Council (HRDC) Top Occupations in High Demand (2016) earmarks the business and financial services sub-sector as one of the sectors with skills gap in the labour market. The report highlighted a skills gap for occupations such as Financial /Investment analysts, Financial planners and Financial research analysts. Furthermore, this is validated by the Human Resource Development Council- Priority Skills and Employment Trends which also identified the need to financial/insurance managers, financial planning and financial analyst as top occupations in Botswana. These occupations have been identified as scarce because the country heavily relied on expatriates and therefore, the need to train the locals with the aim of localizing these occupations.</p> <p>The need for this qualification also draws from the national policy documents such as Vision 2036 and the National Development Plan (NDP11) which addresses issues of sustainable economic development as well as human and social development. Additionally, a study conducted by TsaBadiri Consultancy (2015) on labour market scarcity revealed that there was need to for skills training and development in the areas of banking and finance.</p> <p>Furthermore, the needs assessment survey conducted revealed the need for this qualification and its relevance to the economy, with 100% of the respondents validating the need for this qualification. The survey involved relevant stakeholders in the banking and financial services sector including commercial banks such as Barclays Bank, First National Bank, Standard Chartered Bank and Botswana Savings Bank, as well as organizations for development financing such as Citizen Entrepreneurial Development Agency and National Development Bank. The survey report pointed out relevant skills that graduate of this qualification should possess such as analytical skills, problem solving skills, ethics in accounting and finance, customer service e.tc.</p> <p>The report also revealed the qualification would also benefit other related non-banking institutions such as insurance companies, asset management forms, pension funds and micro lenders. The stakeholders</p>						

consulted also indicated their willingness to hire candidates with this qualification to occupy different roles within the banking and financial services sector.

The purpose of the Bachelor of Commerce in Banking and Finance qualification is to equip candidates with the requisite skills and competency to use and apply the major theories to analyze financial and banking information, and to draw reasoned conclusions. Learners will be able to integrate best practices involved in the management of financial institution through adherence to the professional, regulatory and legal requirements guiding financial practitioners. The qualification will also enable learners to communicate effectively at all levels and acquire leadership skills to become initiator of change by making complex and difficult decisions using modern finance, marketing and management analysis methods. Furthermore candidates will have the ability to research and develop new products on banking and financial services. The Banking and Finance Degree qualification offers an opportunity to acquire specialist knowledge on the development and function of monetary and financial systems

This qualification serves as a basis for the opportunity to enter several highly respected international professional bodies such as Institute of Bankers Botswana and Chartered Financial Analysts.

#### **ENTRY REQUIREMENTS (including access and inclusion)**

- i. Applicants must have obtained NCQF Level 4, Certificate IV in General Education (Botswana General Certificate of Secondary Education (BGCSE)) or its equivalent, with at least five credits including a credit in English language and Mathematics.  
**OR**
- ii. Candidates must have successfully completed NCQF Level 5, Certificate V or diploma (NCQF Level 6) or its equivalent in Accounting, Banking, Finance or any related discipline from a recognised institution. There will be exemptions where applicable.  
**OR**
- iii. **Recognition of Prior Learning (RPL):** Candidates who do not have the minimum academic qualifications stated above but have three years relevant work experience in a related field, will be considered for entry through RPL.

<b>QUALIFICATION SPECIFICATION</b>	
<b>SECTION B</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>
1. Demonstrate knowledge of the banking and financial services environment as well as recent trends affecting financial service operations.	1.1 Describe the financial system in Botswana. 1.2 Identify the role of the financial services sector in an economy. 1.3 Describe the dynamics of the financial services sector 1.4 Draw up the relationship between banks, savings and loan and credit unions. 1.5 Examine the contribution of the financial service sector to the economy. 1.6 Analyze recent trends and their impact to financial services providers.
2. Apply time value of money principles in decision-making.	2.1 Evaluate capital budgeting techniques. 2.2 Calculate present and future values of money. 2.3 Use time value of money concept in making financial decisions. 2.4 Interpret the implication of time value of money on financial transactions.
3. Analyze financial and other numerical data to solve complex financial and banking problems and make informed decisions.	3.1 Draw up the financial statements of an organisation in line with accounting practices. 3.2 Interpret the financial reports of companies. 3.3 Apply time value of money principles in decision-making. 3.4 Use time value of money concept in making financial decisions. 3.5 Interpret the implication of time value of money on financial transactions. 3.6 Workout financial statements and ratio analyses
4. Evaluate complex financial business problems.	4.1 Scheme the function of banking and finance within the wider business environment. 4.2 Outline prototypes of strategic decisions to ensure financial stability. 4.3 Use financial statements and ratio analyses to evaluate business financial position
5. Manage various types of risks arising within the financial institution	5.1 Discuss risk management issues facing financial institutions. 5.2 Distinguish between operational and financial risks 5.3 Analyze the principles of risk management and to interpret the allocation of capital to risks.

	<p>5.4 Draw up a risk management framework for a financial services entity.</p> <p>5.5 Establish the organization's 'risk appetite', i.e. the level of risk they are prepared to accept</p> <p>5.6 Run simulation models (dynamic/static) for risk assessment.</p> <p>5.7 Implement risk management tenets in carrying out financial transactions</p>
6. Conduct financial banking transactions in compliance to the regulatory environment and ethical philosophy governing financial institutions operations.	<p>6.1 Examine the local and international legislation regulations to banking</p> <p>6.2 Discuss the influence of corporate governance system on the performance of banks and other financial institutions.</p> <p>6.3 Conduct audits of bank policy and compliance to standards.</p> <p>6.4 Relate corporate governance and bank ethics principles in relation to the Basel Accord.</p> <p>6.5 Relate financial regulations to market conditions</p> <p>6.6 Assess banking and bank management practices in accordance with established standards.</p>
7. Synthesize information from diverse information sources including academic research to assist decision-making in banking.	<p>7.1 Write a research proposal.</p> <p>7.2 Design a research method for a study.</p> <p>7.3 Conduct research in areas of banking and finance practice.</p> <p>7.4 Write and compile a comprehensive report and interpret the research findings.</p> <p>7.5 Design strategic recommendations based on the study.</p>
8. Formulate a strategic plan for banking and finance entities.	<p>8.1 Outline a financial services marketing plan.</p> <p>8.2 Design a marketing strategy for financial services</p> <p>8.3 Propose new banking products based on the changing technology landscape and consumer needs</p>

<b>QUALIFICATION STRUCTURE</b>			
			<b>SECTION C</b>
<b>FUNDAMENTAL COMPONENT</b>	<b>Title</b>	<b>Level</b>	<b>Credits</b>
Subjects / Units / Modules /Courses	Principles of Business Management	5	12
	Microeconomics	6	12
	Business Communication	5	12
	Business Mathematics	6	12
	Principles of Marketing	6	12
	Computing and Information Skills	5	12
	Macroeconomics	7	12
	Customer Service	7	12
<b>CORE COMPONENT</b>			
Subjects / Units / Modules /Courses	Accounting Concepts, Principles and Procedures	6	12
	Fundamentals of Econometrics	7	12
	Commercial Law	6	12
	Money and Banking	7	12
	Financial Systems	7	12
	Financial Statement Analysis	7	12
	Corporate Finance	7	12
	Cost Accounting	6	12
	Management Accounting	6	12
	Risk Management	7	12
	Taxation	7	12
	Marketing of Financial Services	7	12
	Bank Lending and Credit Risk Management	7	12
	Law Relating to Banking	7	12
	Economic Development Finance	7	12
	Investment and Portfolio Management	7	12
	Treasury Management	7	12
	Advanced Corporate Finance	7	15
	Derivatives	7	15
	Internship/Industrial Attachment	7	60

	Investment Banking	7	15
	Financial Information Systems	8	12
	Emerging Trends in Banking & Finance	7	12
	Research Methods	7	12
	Corporate Governance & Business Ethics	7	12
	International Banking	8	12
	International Finance	8	12
	Strategic Management	7	12
	Research Project	7	24
<b>ELECTIVE COMPONENT</b> Subjects / Units / Modules /Courses	Financial Economics	7	12
	Managerial Economics	7	12
	International Trade Policy and Theory	7	12
	Project Management	7	12

**Rules of combinations, Credit distribution (where applicable):**

**Level 5 consists of 36 credits**

Level 6 consists of **84** Credits

Level 7 consists of **369** Credits

Level 8 consists of **36** Credits

**Total Credits: 525**

Fundamental component has **96 credits** while the core component has **417 credits**, and **12 credits** from electives component, where candidates choose only 1 from the given set.

**ASSESSMENT AND MODERATION ARRANGEMENTS**

**Assessment**

All assessments which are leading to the award of the qualification should be based on learning outcomes and associated assessment criteria.

**i. Formative assessment**

The weighting of formative assessment is 40 % of the Final assessment mark.

The weightings for the Formative Assessment component which contributes to the awarding of credits is to be weighted as follows:

- Assignments
- Tests

- Mid-Term Mock Examination

**ii. Summative assessment**

The weighting of summative assessment is 60 % of the Final assessment mark.

- Final examinations
- A Research Project
- Industrial Attachment

The final examination is the summative assessment. The final mark shall be determined using continuous assessment and final examination marks.

**Internal moderation requirements**

- All assessment instruments which are tests, assignments and mid semester examinations should be internally moderated before administration
- All final examinations should be internally and externally moderated by subject specialists who will produce a report containing recommendations.
- All marked scripts should be moderated internally
- The preparation of the moderation should be accompanied by the Assessment Matrix.
- Reports and associated documents to be in place for external moderation should include but not limited to:
  - Qualification document
  - Assessment Instrument
  - Assessment design and alignment matrix
  - Marking key
  - Internal Moderation report
  - List of candidates and scores attained (Module – wise report)
  - Examination Attendance register

**External moderation requirements**

External moderation is a final check, by external subject experts, that the examination and marking is at the right standard for the type and level of the qualification. External moderation exercise may lead to a decision to change marks. Each sub-field will have a Substantive External Examiner.

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

Recognition of Prior Learning will apply for this qualification. It will be implemented in accordance with the relevant national and respective ETP policies, guidelines and procedures. Candidates wishing to apply for RPL assessment will submit their applications to a recognized assessment centre and will be subjected to necessary requirements.

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

### **Learning Pathways**

#### **Horizontal articulation (qualifications of similar level)**

- Bachelor of Commerce in Banking
- Bachelor of Commerce in Economics
- Bachelor of Commerce in Finance and Investment Management
- Bachelor of Commerce in Banking and Financial Risk Management
- Bachelor of Commerce in Risk Management and Insurance

#### **Vertical articulation**

- Master of Commerce in Banking
- Master of Commerce in Finance
- Master of Commerce in Economics
- Master of Commerce in Finance and Investment Management
- Master of Commerce in Banking and Financial Risk Management
- Master of Commerce in Risk Management and Insurance
- Master of Commerce in Operations Research
- Master of Commerce in Financial Engineering

#### **Diagonal articulation**

- Chartered Financial Analysts (CFA)
- Chartered Institute of Management Accountant (CIMA)
- ACCA

### **Employment Pathways**

- Financial Planner
- Investment Banker
- Bank Manager



- Bank Teller
- Credit Manager
- Credit Counselor
- Portfolio Manager
- Investment Counselor
- Stockbroker
- Actuary
- City Manager
- Claim Representative
- Bursar
- Controller
- Insurance Agent and Broker
- Accountant
- Budget Accountant
- Financial Aid Officer
- Internal Auditor
- Treasurer
- Branch Manager
- Credit Analyst
- Educator
- International Bank Officer

#### **QUALIFICATION AWARD AND CERTIFICATION**

To be eligible for the award, candidates must have successfully completed all fundamental, core and elective modules and passed examinations in accordance with set regulations. The Bachelor of Commerce in Banking and Finance will be awarded to candidates who have obtained a minimum of 525 credits. The qualification will be awarded by a registered and accredited Education and Training Provider.

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

**This qualification compares with the following:**

- ✓ University of South Africa (UNISA); Bachelor of Commerce in Banking, NQF level 07

- ✓ University of Johannesburg: Bachelor of Commerce in Finance, NQF Level 07
- ✓ Murdoch University: Singapore- Bachelor of Business in Banking and Finance, NQF 07

The proposed qualification is comparable to similar qualification offered by the above mentioned regional and international University. However, it mostly follows the same approach by Murdoch University in Singapore, in the sense that they are both offer a double major in banking and finance. Both qualifications are intended to develop candidate's knowledge and skills in terms of how the banking and financial institutions systems work, as well as understand the interest, credit and liquidity risk management issues involved. There are common modules shared amongst the qualification including Banking and Business Law, Treasury Management, International Financial Markets and Institutions and Derivatives. Both qualifications are at NQF level 7. However, there are differences in the durations. The proposed qualification runs for 4 years, while the qualification offered by Murdoch University in Singapore runs for 3 years.

On the other hand, the qualifications offered by UNISA and the University of Johannesburg are single majors with each concentration on banking and finance respectively.

The University of Johannesburg's qualification intends to develop candidate's skills to analyse, interpret and apply financial management, investment management, financial planning and accounting principles in the relevant fields. It shares fundamental modules such as Economics, accounting, commercial law and others with the proposed qualification. The qualification runs for 3 years, placed at NQF level 7, and carries 396 credits, whereas the proposed qualification runs for 4 years, and has a total of 525 credits at a similar NQF level.

The qualification offered by Unisa also runs for 3 years, placed at NQF level 7 and worth 360 credits. There are also notable similarities in modules such as economics, money and banking, risk management and international finance.

All the qualifications share the same assessment methods Each unit is assessed by any combination of class tests, , written assignments, project and final examinations.

In terms of career pathways, all graduates from these various universities are all expected to get employment in financial services sector inclusive of banking and insurance, accountancy, and other financial services.



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<b>REVIEW PERIOD</b>
This qualification will be reviewed after 5 years upon registration.
<b>Other information</b> – please add any supplementary information to help the application for this qualification for NCQF Registration.
<b>Refer to <i>Appendix 1: Needs Assessment Report for the Bachelor of Commerce Degree in Banking and Finance</i></b>