

<b>QUALIFICATION SPECIFICATION</b>						
<b>SECTION A</b>						
<b>QUALIFICATION DEVELOPER</b>		Gaborone Institute of Professional Studies (GIPS)				
<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>	Banking and Finance	
<b>NEW QUALIFICATION</b>	X	Review of existing qualification				
<b>SUB-FRAMEWORK</b>	General Education			TVET		Higher Education
<b>QUALIFICATION TYPE</b>	Certificate			Diploma		Bachelor
	Bachelor Honours			Master		Doctorate/ PhD
<b>CREDIT VALUE</b>					500	
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>						
<p><b>RATIONALE</b></p> <p>Botswana, through Vision 2016, envisages having an educated and informed nation by 2016 (Vision 2016). This vision has been reiterated by vision 2036 that aligns the country's goals with the global agenda for sustainable development. Vision 2036 advocates sustainable economic development and human and social development that require educators to attain the necessary skills and competencies to advance in their careers; as facilitators of teaching and learning in Higher Education (HE) and for their personal enrichment, empowerment or growth.</p> <p>Research conducted by Human Resource Development Council (December 2016) for the Occupations in High Demand indicated that Botswana is currently experiencing a shortage of Financial and Insurance Services Branch Managers (HRDC, December, 2016:16). The same document on (p.23) also indicated that there is huge shortage of Financial/ Investments Analysts; Asset Fund Manager; Financial Risk Managers (stocks and bonds), Insurance Underwriters; loss assessors; cost management accountants; Internal and external auditors in the Business and Financial Services Sector among the Top 20 Occupations in High Demand. The Bachelor of Commerce in Banking and Finance will specifically provide learners with specific education in Banking and Finance with the broader aim of meeting the requirements and needs for financial and insurance services branch managers.</p>						

Moreover, a needs assessment survey was conducted to identify the missing gaps of banking and finance personnel in the labour market. The survey summary presents the findings of the survey, which was carried out to investigate the attractiveness of the Banking and Finance qualification. Two categories of surveys were instituted, i.e., one targeting current and potential students, and the other targeting the public and private sector. A total of 200 questionnaires were administered to both current and potential students. Organizations from both the private and public sectors were also used to determine the demand of Banking and Finance qualification. The results of the surveys reflected that there was a high demand for the qualification in the financial services sector as per the report.

## **PURPOSE**

The purpose of the Bachelor of Commerce in Banking and Finance is to produce graduates with competencies in finance consultancy, financial risk management, pension fund management, investment management and financial market analysis to enable them to perform efficiently and effectively in a business environment.

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

- NCQF level 4, Certificate IV in General Education (Botswana General Certificate of Secondary Education (BGCSE), or equivalent, e.g. International General Certificate of Secondary Education (IGCSE), with at least a pass in best 6 subjects, including a C grade or better in English and Mathematics.
- NCQF Level 6, Diploma in Banking and Finance or related discipline for entry with exemptions.
- Mature Entry with BGCSE passes in English and must have at least 2 years' experience in Banking and Finance and a letter from employer confirming experience and Training on the Job.

<b>QUALIFICATION SPECIFICATION</b>	
<b>SECTION B</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>
<b>On successful completion of the qualification, candidates will:</b>	the modules in this qualification are tailored to produce a graduate who can
1. Demonstrate necessary management and leadership knowledge, skills and competences to operate in the local or international business environment in the fields of Banking, Financial Planning or General Commerce.	<ul style="list-style-type: none"> <li>• Demonstrate an ability to engage critically with the nature and importance of essential management competences including planning, organisational design, decision-making, teamwork, leadership and communication.</li> <li>• Identify and explain the factors driving globalisation and the emergence of Multinational Enterprises (MNEs).</li> <li>• Describe the cultural dimensions of Botswana's major trading partners and the relevant management implications thereof.</li> <li>• Select from and apply the commonly used tools of organisational, industrial, political and country risk analysis to a variety of contexts and situations.</li> </ul>
2. Demonstrate knowledge and skills of the essential components of an effective operations strategy in the field of Banking, Financial Planning or general commerce.	<ul style="list-style-type: none"> <li>• Critically explain the relationship between organisational resources and the satisfaction of customer needs in a variety of organisational contexts.</li> <li>• Discuss the dimensions and approaches to quality management and/or regulatory compliance in the various contexts as required.</li> <li>• Apply commonly used tools of operations strategy analysis to a variety of contexts and situations.</li> <li>• Demonstrate an ability to integrate the knowledge and skills acquired from a variety of learning areas including finance, economics and marketing, to the development and evaluation of an entrepreneurial process.</li> </ul>
3. Demonstrate understanding of essential economic theory and its managerial and business implications for Banking, Financial Planning or general commerce.	<ul style="list-style-type: none"> <li>• Demonstrate how to represent, analyse and interpret a variety of microeconomic and macroeconomic data or information.</li> <li>• Analyse conditions of consumer and producer equilibrium.</li> </ul>

	<ul style="list-style-type: none"> <li>Examine relationships between sectors of the Botswana Economy and the implications for Botswana's macroeconomic objectives.</li> <li>Demonstrate how to apply commonly used tools for analysing international trade and finance in a variety of contexts.</li> </ul>
4. Conduct business research with appropriate supervision in the fields of Banking, Financial Planning or General Commerce.	<ul style="list-style-type: none"> <li>Define a business research problem and relevant research questions.</li> <li>Develop a plausible business research proposal.</li> <li>Collect and analyse data applying to credible research methods.</li> <li>Compile a comprehensive and logical research report making use of appropriate business and academic language.</li> <li>Present the key findings of a research process using appropriate language and technologies</li> </ul>
5. Demonstrate understanding of financial legislative requirements and apply the applicable law in a banking services environment.	<ul style="list-style-type: none"> <li>Identify the relevant legislation and apply it in order to make compliant decisions in the work environment.</li> <li>Manage operations within the parameters set by compliance and legislation.</li> <li>Compare and contrast the relationship between ethics and financial services legislation against the background of client interaction, responsible business practice and contribution to an ethical business environment.</li> </ul>
6. Demonstrate an understanding of how banks and other financial services providers operate in the financial system	<ul style="list-style-type: none"> <li>Identify and categorize the role-players in the financial services industry and explain the relationship amongst them.</li> <li>Demonstrate usage of the national Payment System to understand the role banks play in the system.</li> <li>Show how to use different banking instruments in order to select the correct instrument in a given scenario.</li> </ul>
7. Demonstrate knowledge and insight into the products and services offered by banks and related financial services providers	<ul style="list-style-type: none"> <li>Identify and explain the products offered by banks and related financial services providers.</li> <li>Serve customers in a best way for a given case scenario.</li> <li>Implement processes and procedures in a banking environment in order to ensure efficiency.</li> </ul>

8. Apply knowledge and skill to operate responsibly in a selected discipline within the banking services sector.	<ul style="list-style-type: none"> <li>• Provide service to clients on selected products and services in the banking and financial services environment.</li> <li>• Identify and describe the roles of different functions in the banking and financial services in the bigger context of the organisation.</li> </ul>
9. Apply legislation that relates to Bank Credit and Risk Management in financial services institutions.	<ul style="list-style-type: none"> <li>• Discuss how the National Credit Act, Companies Act, Insolvency Act and Financial Intelligence Centre Act can be used in the financial services industry,</li> <li>• Apply of Ethics and Corporate Governance issues in the banking and financial services sector</li> <li>• Analyse and apply Basel Framework in the banking sector.</li> <li>• Describe how the Financial Intelligence Centre Act can be applied in the banking and financial services sector.</li> <li>• Analyse the implications of the Insolvency Act in financial institutions.</li> </ul>
10. Apply accounting principles that relate to Bank Credit and Risk Management	<ul style="list-style-type: none"> <li>• Describe the different accounting processes and principles, including the preparation of financial statements.</li> <li>• Show how to calculate Value Added Tax (VAT).</li> <li>• Apply the principles of double entry together with the general ledger and control accounts.</li> <li>• Prepare bank reconciliations and year-end adjustments using relevant information.</li> <li>• Use the disclosure requirements to meet the information requirements in financial statements</li> </ul>
11. Apply Bank Credit management principles and techniques in the banking and financial services institutions.	<ul style="list-style-type: none"> <li>• Evaluate the credit quality of different types of borrowers.</li> <li>• Explain the 4 Cs of traditional credit analysis.</li> <li>• Apply the fundamental principles necessary to assess borrower's needs within an acceptable risk framework.</li> <li>• Assess the different credit risk categories.</li> <li>• Demonstrates an understanding of credit facilities offered by Banks.</li> <li>• Evaluate and interpret Financial Statements, Budget and Cash Flow statements of borrowers using key financial ratios. Demonstrates an ability to read and interpret Financial Statements, Budget and Cash Flow Forecasts.</li> </ul>
12. Apply Risk Management Principles and techniques in the Financial services sector.	<ul style="list-style-type: none"> <li>• Identify and evaluate risk and the insurance thereof.</li> </ul>



**BQA NCQF Qualification Template**

**DNCQF.FDMD.GD04**

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	<ul style="list-style-type: none"><li>• Apply the concept of risk and the related principles of risk management.</li><li>• Make decisions under conditions of risk and uncertainty.</li><li>• Demonstrates an understanding of Credit Risk Management, Corporate Governance and Basel II requirements.</li><li>• Apply the concepts of risk financing and risk retention in the financial services sector in Botswana.</li><li>• Prepare a credit proposal using credit requirement guidelines.</li></ul>
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<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	Introduction to Banking	5	10
	Introduction to Business Communication	5	10
	Introduction to Quantitative Methods	5	10
	Introduction to Information Technology	5	10
	Introduction to Accounting	5	10
	Introduction to Management	5	10
	Introduction to Business Law	5	10
	Business Economics	5	10
	Botswana Corporate Taxation	5	10
	Banking	6	10
	Quantitative Methods	6	10
	Financial Accounting	6	10
	Organizational Behaviour	6	10
	Financial Reporting and Analysis	6	10
	Customer Relationship Management	6	10
	Risk Control and Strategies	6	10
<b>CORE COMPONENT</b>			
Subjects / Units / Modules /Courses	Leadership	6	10
	Financial Statements Analysis	6	10
	Treasury Management	6	10
	Stock Market and investments	7	10
	Enterprise Risk Management	7	10
	Management Accounting	7	10
	International Financial Markets and Institutions	7	10
	Corporate Finance	7	10
	Financial Instruments and Markets	7	10
	Corporate Strategy	7	10

	Research Methods	7	10
	International Banking	7	10
	Research project	7	80
	Industrial Attachment	7	80
	Entrepreneurship Management	7	10
	Marketing for Financial Services	7	10
<b>ELECTIVE COMPONENT</b> Subjects / Units / Modules /Courses <b>(CHOOSE 4)</b>	Business Environment	7	10
	Information technology in Banking	7	10
	Corporate Governance and Ethics	7	10
	Commercial Banking	7	10
	Management and Financial Institutions	7	10
	Auditing	7	10

**RULES OF COMBINATIONS, CREDIT DISTRIBUTION (WHERE APPLICABLE):**

The qualification consists of 500 Credits with the following combinations:

- Core modules: 300 Credits.
- Fundamental modules: 160 Credits
- 4 Elective Modules: 40 Credits

Modules at NCQF Level 5:

Total Credits at NCQF Level 5 = 90 Credits.

Introduction to Banking	10
Introduction to Business Communication	10
Introduction to Quantitative Methods	10
Introduction to Information Technology	10
Introduction to Accounting	10
Introduction to Management	10
Introduction to Business Law	10
Business Economics	10
Botswana Corporate Taxation	10



**Module at NCQF Level 6:**

**Total Credits at NCQF Level 6 = 90 Credits.**

Banking	<b>10</b>
Quantitative Methods	<b>10</b>
Financial Accounting	<b>10</b>
Organisational Behaviour	<b>10</b>
Financial Reporting and Analysis	<b>10</b>
Customer Relationship Management	<b>10</b>
Risk Control and Strategies	<b>10</b>
Leadership	<b>10</b>
Financial Statement Analysis	<b>10</b>

**Modules at NCQF Level 7:**

**Total Credits at NCQF Level 7 = 310.**

Treasury Management	<b>10</b>
Stock Market and Investments	<b>10</b>
Enterprise Risk Management	<b>10</b>
Managerial Accounting	<b>10</b>
International Financial Markets and Institutions	<b>10</b>
Corporate Finance	<b>10</b>
Financial Instruments and Markets	<b>10</b>
Research Project	<b>80</b>
Industrial Attachment	<b>80</b>
Corporate Strategy	<b>10</b>
Research Methods	<b>10</b>

International Banking	<b>10</b>
Information technology in Banking	<b>10</b>
<b>CHOOSE 4</b>	
Entrepreneurship Management	<b>10</b>
Marketing for Financial Services	<b>10</b>
Business Environment	<b>10</b>
Corporate Governance and Ethics	<b>10</b>
Auditing	<b>10</b>
Commercial Banking	<b>10</b>
Management of Financial Institutions	<b>10</b>
<b>TOTAL NUMBER OF CREDITS = 490.</b>	

## **ASSESSMENT AND MODERATION ARRANGEMENTS**

### **Integrated Assessment**

Assessment is conducted in accordance with the relevant national and institutional Assessment Policies. In most cases, the assessment will consist of at least a compulsory assignment and mid-semester exam per module and one three-hour examination per module.

Formative assessment will take place by means of the assignments that will include evidence of job-related understanding, application and evaluation of knowledge, theory and methodologies. Summative assessment will happen by means of a formal examination process.

- It is expected that learners will undertake a research project.
- Additional self and peer assessment exercises are available per module as formative assessments and are utilised during chats, forums and contact classes.

The weightings of the types of assessment towards the final grade will be allocated as follows:

- Formative Assessment – 40%
- Summative Assessment – 60%

## **Moderation**

Moderation takes place in accordance with the relevant national and institutional Moderation Policies. These Policies provide for a moderation process that verifies that assessments are fair, reliable, valid, practicable and transparent and also evaluates assessor performance.

Moderation must include both internal and external moderation of assessments. Moderation should also encompass achievement of the competence described both in individual unit standards, exit level outcomes as well as the integrated competence described in this qualification.

### **Internal moderation requirements**

Anyone assessing a learner or moderating the assessment of a learner against this Qualification and Unit Standards must be registered as an assessor with the BQA.

### **External moderation requirements**

External moderators are engaged by the institution as consultants for two purposes, that is pre-moderation and post –moderation of papers.

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

RPL will be conducted in accordance with the relevant national and institutional Recognition of Prior Learning Policies. The Policies provide processes and procedures by which RPL is conducted. The assessment processes involved with RPL are the same as those followed for awarding credits in an academic setting. An RPL candidate seeking credits for previously acquired skills and knowledge must still comply with all the requirements as stated in learning modules and learning qualifications and qualifications.

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

### **Horizontal Articulation**

Graduates of this qualification may consider pursuing related qualifications (at this level) for purposes of multi skilling, retooling, etc., such as:

- Bachelor of Science in Banking and Finance
- Bachelor of Commerce in Banking and Finance

## **Vertical Articulation**

Graduates may progress to higher level qualifications such as:

- Master of Banking and Finance
- Master of Science in Accounting and Finance
- Master of Business Administration
- Master of Commerce Degree in Finance

Graduates will have requisite competencies and attributes to work as:

- Stockbroker
- Investor
- Investment banker
- trust fund manager
- Loan officer
- Financial Advisor

## **QUALIFICATION AWARD AND CERTIFICATION**

Minimum standards of achievement for the award of the qualification:

In order for candidates to graduate they have to pass all the compulsory and specified number of elective modules, and ultimately attain at least 490 credits. Candidates will not graduate if they do not pass the Course Work and the Examination. Candidates should ensure that they fulfil all the requirements for the Course work, otherwise if they do not pass the course work, they will not be eligible to sit for the final examination. Students have to fulfil the assessments requirements for each module in the BCom in Banking and Finance degree Qualification:

- Examination (worth 60%).
- Course Work (worth 40%).

The Grading System is as specified in the Assessment Policy and Procedures.

- Final Examination is 60% of the Final Grade.

The examination's weighing is higher as it tests and examines all concepts covered in the module and mostly all the outcomes to ensure that the students have acquired the concepts, skills and competency in the subject areas for application in the Industry.

- The Course Work per Module contributes to 40% of the Final grade.

Assignments comprise of all areas covered individually through the guided and learning hours. Students would answer these as an open examination to test their progressive understanding of the concepts and skills. The delivery method is through conventional learning and not distances learning. Therefore, students have to have the examination weighted more than the Assignments.

### **Certification**

Candidates meeting prescribed requirements will be awarded the qualification and issued a certificate in accordance with standards prescribed for the award of the qualification and applicable policies.

## **REGIONAL AND INTERNATIONAL COMPARABILITY**

This qualification compares with the following:

The Bachelor of Banking and Finance Degree compares favourably with similar qualifications internationally and locally:

INSTITUTE	DURATION	MODULES	CREDITS	INTERSHIP PERIOD
MIDLANDS STATE UNIVERSITY(ZIMBABWE)-BCOM BANKING AND FINANCE	4 YEARS	36	180	1 YEAR
CURTIN UNIVERSITY(BCOM BANKING AND FINANCE)-AUSTRALIA	3 YEARS	24	400	NO INTERNSHIP

### **Regional:**

- Midlands State University-Zimbabwe (Bachelor of Commerce in Banking and Finance)

### **International:**

- Curtin University (BCom Banking and Finance)

## **Summary**

### **Midlands State University (Zimbabwe)**

The similarities are that both qualifications are BCom in Banking and Finance and have duration of four (4) years. Though both qualifications have internships, the current qualification has an internship for three months while that of Midlands State University have work related learning for a year. The differences are minor on duration; this qualification has 490 credits while at Midlands State University they have 180 credits.

### **Curtin University Australia**

The similarities are that both qualifications are offering to train graduates to be investment and banking specialists who may work in any competitive environment. The BCom in Banking and Finance is at level 7 and BCom Banking and Finance from Curtin University is at level 7. Both degrees have a practical orientation and specialized modules in finance, 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 Curtin 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 BCom Banking and Finance from Curtin University combine their practical/industry experience into their teaching and learning (Curtin University uses high-frequency trading simulation software in class for practical experience) and also requires International English Language Testing System (IELTS) as a pre-requisite. This qualification has far much more credits (490) than the one offered at Curtin University which has 360 credits

## **REVIEW PERIOD**

This Qualification will be reviewed every 5 years.