

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER		Imperial School of Business and Science (ISBS)					
TITLE		Certificate V in Entrepreneurship			NCQF LEVEL		5
FIELD	Business, Commerce and Management Studies				SUB-FIELD	Entrepreneurship	
New qualification		✓	Review of existing qualification				
SUB-FRAMEWORK		General Education			TVET	✓	Higher Education
QUALIFICATION TYPE		Certificate		✓	Diploma		Bachelor
		Bachelor Honours			Master		Doctor
CREDIT VALUE						120 Credits	
RATIONALE AND PURPOSE OF THE QUALIFICATION							
The field of Entrepreneurship is crucial in developing countries such as Botswana. The government's long-term strategy to create a SADC business hub will require trained entrepreneurs. Business leaders and managers are the core strength of every economy and this course will prepare the youth of Botswana to create, lead and start their own business. Human Resource Development Council (HRDC) has identified 12 key sectors of economy, which are derived from the national strategies and priorities such as the Economic Diversification Drive Botswana. Entrepreneurship is an identified crucial field under the Finance and Business Services Sector which demonstrates the need of this qualification in the Botswana market (<i>BHRDS Fair and Career Clinics 2018. Pages 92-100.</i>). This Qualification will equip students with the knowledge and skills to understand implement and assist in projects in the country and create job opportunities as young entrepreneurs, business practitioners and supervisors at public and private organisations. According to the national development plan (NDP), Botswana,' General Government and Banks, insurance & Business are in third and fourth position (in terms of contribution to growth that occurred) and this suggests that these sectors are still major sources of growth for the economy (National Development Plan 11 2017, V.1.p.36) Moreover, Citizen Entrepreneurial Development Agency (CEDA) (<i>CEDA Finance Develop Sustain. http://www.ceda.co.bw/objectives</i>) encourages young entrepreneurial graduates to start up business ventures by providing financial aid and one of the main criteria for the applicants to avail the financial aid is a qualification in Entrepreneurship.							

The stakeholder survey among the industrial and potential business persons in line with the need analysis of the qualification revealed the fact that this qualification is most needed in the current Botswana market. Besides, this qualification is very essential while the country is preparing for the transition from traditional agro-based economy to an industrial knowledge-based economy in order to be able to compete with the other countries in the world and to foster more employment scope to its citizens (www.ibe.unesco.org/en/document/world-data-education-seventh-edition-2010-11.P.9).

Purpose of the Qualification

This qualification is to equip students with skills and knowledge to:

- operate business ventures nationally and internationally.
- Communicate effectively using both oral and written forms of communication to prepare and evaluate business plans and funding proposals.
- Work with computer applications such word, excel and PowerPoints.
- Apply marketing strategies to sell a product
- Execute entrepreneurial ventures.
- Evaluate business projects.

ENTRY REQUIREMENTS (including access and inclusion)

Access and Inclusion:

The Access and Inclusion arrangements are made to eliminate the barriers to facilitate fair and equal entry requirements to the qualification. The qualification is offered to anyone who is interested in the Field of Business, Commerce and Management irrespective of any disability, learning difficulty, record of criminal conviction, age, gender, ethnic background and parental education or contextual data. Enrolment process is fair and equitable and applies equally to all individuals.

Entry Requirements:

- Candidates who have successfully completed Certificate IV, NCQF Level 4 (General Education or TVET), or
- Certificate III, NCQF Level 3 (General Education or TVET), with Recognition of Prior Learning (RPL) equivalent to NCQF level 4.

- In addition to that Recognition of Prior Learning (RPL) and Credit Accumulated Transfer (CAT) will also be considered for access to the qualification Certificate (V) in Entrepreneurship in line with the National RPL and CAT Policies.

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
1. Communicate effectively with national and international clients on business transactions.	1.1. Draft business letters to share feedback or responses on business matters. 1.2. Compile reports on events or day to day business operations of an organization. 1.3. Respond to the queries and concerns of national as well as international stake holders,	
2. Work with Computer Applications such as, Microsoft word, excel and power Point for creating documents, record business transactions and prepare documents for presentation.	2.1. Work effectively with a computer to create, edit and save documents 2.2. Prepare electronic documents, save and file them for future retrieval. 2.3. Manage files in both word and pdf documents and arrange them to find it easily with password protection. 2.4. Prepare presentation slides for conducting workshops and seminars in an organization	
3. Execute broad range of practical skills to coordinate people at the workplace to work effectively for attaining the target business goals.	3.1. Coordinate and assist people in the organization to perform varies departmental activities to assist people in the organization. 3.2. Monitor day to day business operations, 3.3. Develop a positive environment in the workplace with national and international clients.	
4. Demonstrate Entrepreneurial traits in the work- place to identify the hidden business opportunities.	4.1. Identify the strength and weakness of a prospective Entrepreneur. 4.2. Execute strategies for creating Business Opportunities. 4.3. Establish strategies to gauge the progress of a business entity.	
5. Demonstrate basic accounting skills to update organizational bookkeeping.	5.1. Prepare income statements of a company 5.2. Produce balance sheet of financial transactions 5.3. Draft statement of cash flows in an organization 5.4. Record cash transactions of a business entity.	

6. Demonstrate the skills to identify favorable market environment to explore the hidden opportunities to promote the products and services	6.1. Implement effective marketing strategies to promote the products or services of a company.
7. Demonstrate cognitive and practical skills to identify problems and implement strategies to solve them during the execution of a project.	7.1. Manage time effectively to bind the project on time. 7.2. Communicate effectively for sharing ideas and providing feedback during the execution of a project. 7.3. Lead the staff members to perform their duties effectively during the execution of a project. 7.4. Create organizational awareness among the staff members. 7.5. Implement Negotiation terms for the viability of a project.
8. Demonstrate broad technical knowledge in probability theory to calculate long term gains and losses in business operations.	8.1. Apply advanced skills in testing the samples as part of the market survey. 8.2. Assess the risk of business operations based on probability concepts. 8.3. Execute skills to forecast sales-ratio with the knowledge of probability theory.
9. Execute broad practical skills to assess data for the determination of the viability of a business project.	9.1. Demonstrate the skills to differentiate qualitative and quantitative data. 9.2. Execute appropriate sampling techniques to infer data. 9.3. Apply skills to interpret data from a measurement scale.
10. Develop the capacity to apply broad range of cognitive and practical skills to select and recruit appropriate candidates to fulfill the objectives of the organization.	10.1. Conduct selection interviews for an organization 10.2. Demonstrate skills in screening and short-listing the proposed selected candidates for the finalization of recruitment. 10.3. Execute the skills in employee orientation. 10.4. Apply broad range of skills to maintain good employee relationships in an organization.

QUALIFICATION STRUCTURE			
SECTION C			
FUNDAMENTAL COMPONENT	Title	Level	Credits
Subjects / Units / Modules /Courses	Introduction to Business Communication	4	10
	Introduction to Computer Applications	4	10
CORE COMPONENT	Introduction to Business	5	12
	Introduction to Accounting	5	12
	Entrepreneurship and Planning	5	12
	Principles of Marketing	5	12
	Introduction to Project Management	5	14
	Human Resource Management	5	12
	Introduction to Quantitative Methods	5	14
	Principles of Management	5	12
ELECTIVE COMPONENT			
	Subjects / Units / Modules		
	/Courses		
Rules of combinations, Credit distribution (where applicable):			
Credit Distribution:			
The credit distribution for Level 4 and Level 5 of the Qualification Certificate in Entrepreneurship.			
Level 4 Modules		20 Credits	
Level 5 Modules		100 Credits	
Total Number of Credits		120 Credits	
The credit distribution of Fundamental and Core of the Qualification Certificate in Entrepreneurship			
Fundamental Modules		20 Credits.	
Core Modules		100 Credits.	
Total Number of Credits		120 Credits	

ASSESSMENT AND MODERATION ARRANGEMENTS

Assessment and moderation will be conducted by BQA registered and accredited assessors and moderators.

Assessment Arrangements

Examples of Assessment Instruments to be used:

1. Tests
2. Assignments
3. Portfolio of Evidences
4. Presentation/Demo

MODERATION ARRANGEMENTS

Moderation will be done both internally and externally. Arrangements and commitment to implement pre assessment and post assessment moderation will be taken place as stipulated and described in internal assessment and moderation policies and guidelines.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) will be considered as a provision for awarding the qualification Certificate V in Entrepreneurship in line with the relevant national and institutional policies and guidelines.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Progression Pathways (Learning)

Articulation and progression are based on programmatic principles than institutional forms. It opens both inter-institutional and intra institutional pathways facilitating local, regional, and international progression underlying the mechanisms of Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT).

Horizontal or Diagonal Inter-Institutional Articulation and Progression Arrangement.

Students who are pursuing their Certificate in Entrepreneurship could also progress into other Certificate qualification of similar discipline at any local, regional, or international universities since the Qualification Certificate in Entrepreneurship is worth 120 credits.

Vertical Inter-Institutional Articulation and Progression Arrangement.

Students who have completed their Certificate in Entrepreneurship could also progress into a:

- Diploma in Entrepreneurship
- Diploma in Business

Employment:

The following are the employment pathways for a graduate who has successfully completed this qualification:

- Administrator at a start-up.
- Administrator at a small business.
- Administrator at a strategic entrepreneurial unit.
- Self-employed – Launching a small company or starting a small venture.
- Working as a consultant in the entrepreneurship field.

QUALIFICATION AWARD AND CERTIFICATION

For the students to obtain the certificate and graduate, they must pass all modules of the Certificate Qualification. Students must fulfil the assessments' requirements for each module in the Certificate in Entrepreneurship Qualification. Only after passing all modules in the qualification and obtaining 120 credits, the student can successfully be awarded the Certificate V in Entrepreneurship.

REGIONAL AND INTERNATIONAL COMPARABILITY

Certificate in Entrepreneurship Qualification was benchmarked with similar qualifications Certificate in Entrepreneurship offered regionally by Regent Business School, South Africa, Internationally by Florida International University, USA. & Brent Wood University, USA. The content covered and the duration of the qualification is easily comparable with other similar qualifications.

Provider	Qualification	Field	General Entry Level	Duration / Credit
Regent Business School, South Africa	Certificate in Entrepreneurship	Business, Commerce and Management	Certificate IV, NCQF Level 4	1 Year
Florida International University, USA.	Certificate in Entrepreneurship	Business, Commerce and Management	Certificate IV, NCQF Level 4	1 Year
Brent Wood University, USA.	Certificate in Entrepreneurship	Business, Commerce and Management	Certificate IV, NCQF Level 4	1 Year

Regent Business School, South Africa & this qualification

1	Regent Business School, South Africa	ETP's Submitted qualification
1	Entrepreneurship	Introduction to Business Communication
2	Small Business Marketing.	Introduction to Computer Applications
3	Strategic Small Business Management	Introduction to Business
4	Business Communication	Introduction to Accounting
5	Small Business Finance and Accounting	Entrepreneurship and Planning
6	Management Principles	Principles of Marketing
7		Introduction to Project Management
8		Business and Industrial Psychology
9		Introduction to Quantitative Methods
10		Principles of Management

1. Summary of comparability with Regent Business School, South Africa and this qualification

Certificate in Entrepreneurship Qualification was benchmarked with similar qualifications offered Regionally with Certificate in Entrepreneurship offered by **Regent Business School, South Africa**.

The total credit weighting of the qualification is 120 and the duration is 1 year following NCQF certificate Level - IV. The Fundamental and Core modules pertaining Certificate in Entrepreneurship are easily comparable with the qualification. The strength of the submitting qualification is the inclusion of the modules Introduction to Computer Applications, Business and Industrial Psychology, Introduction to Quantitative Methods and Introduction to Project Management.

Florida International University, USA. & this qualification

2	Florida International University, USA.	ETP's Submitted qualification
1	Organisation and Management	Introduction to Business Communication
2	Or	Introduction to Computer Applications
3	Introduction to Management	Introduction to Business
4	And	Introduction to Accounting
5	Entrepreneurship	Entrepreneurship and Planning
6	Small Business Management	Principles of Marketing
7	Electives (Any two)	Introduction to Project Management
8	Product Development and Innovation	Business and Industrial Psychology
9	International Entrepreneurship	Introduction to Quantitative Methods
10	Entrepreneurial Finance	Principles of Management
11	Human Resource Management	
12	Marketing of Small Business	

2. Summary of Florida International University, USA. & ETP's Submitted qualification

Certificate in Entrepreneurship Qualification was benchmarked with similar qualifications offered Internationally with Certificate in Entrepreneurship offered by **Florida International University, USA**.

The total credit weighting of the qualification is 120 and the duration is 1 year following NCQF certificate Level - IV. The Fundamental and Core modules pertaining Certificate in Entrepreneurship are easily comparable with the qualification. The strength of the submitting qualification is the inclusion of the modules Introduction to Computer Applications, Business and Industrial Psychology, Introduction to Quantitative Methods and Introduction to Project Management. The gap is the exclusion of Product Development and Innovation module in the submitted qualification.

3. Brentwood University, USA & ETP's Submitted qualification

3	Brentwood University, USA	ETP's Submitted qualification
1	Managerial Accounting and Financial Management.	Introduction to Business Communication
2	Entrepreneurship and Leadership	Introduction to Computer Applications
3	Human Resource Management	Introduction to Business
4	Essentials of Project Management.	Introduction to Accounting
5		Entrepreneurship and Planning
6		Principles of Marketing
7		Introduction to Project Management
8		Business and Industrial Psychology
9		Introduction to Quantitative Methods
10		Principles of Management

4. Summary of Brentwood University, USA. & ETP's Submitted qualification

Certificate in Entrepreneurship Qualification was benchmarked with similar qualifications offered Internationally with Certificate in Entrepreneurship offered by **Brentwood University, USA.**

The total credit weighting of the qualification is 120 and the duration is 1 year following NCQF certificate Level - IV. The Fundamental and Core modules pertaining Certificate in Entrepreneurship are easily comparable with the qualification. The strength of this qualification is the inclusion of the modules Introduction to Computer Applications, Business and Industrial Psychology, Introduction to Quantitative Methods and Principles of Marketing.

REVIEW PERIOD

The Qualification will be reviewed every 5 years.