

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER	BAISAGO UNIVERSITY						
TITLE	Bachelor of Commerce in Fiscal Studies				NCQF LEVEL	7	
FIELD	Humanities and Social Sciences	SUB-FIELD		Fiscal Studies			
New qualification	✓	Review of existing qualification					
SUB-FRAMEWORK	General Education		TVET		Higher Education	✓	
QUALIFICATION TYPE	Certificate		Diploma		Bachelor	✓	
	Bachelor Honours		Master		Doctor		
CREDIT VALUE	504						
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>The Botswana Vision 2036 and the National Development Plan 11 (NDP 11) seek to achieve economic diversification through human capital development. This effort is also corroborated by the National Human Resource Development Strategy (NHRDS) 2016, which calls for diversification of the economy from natural resource to human resource development. As a resource dependent country, Botswana has long embraced the use of fiscal rules to strike a balance between the short term fiscal objective of achieving macroeconomic stability and the medium term to long term goal of promoting fiscal sustainability. The primary objective of the fiscal rule is to ensure that revenues from the exploitation of non-renewable commodities like diamonds are invested in physical and human capital to promote future growth, or saved for future generations. However, the implementation of elements of the fiscal rule in the country such as sustainability budget index and the restriction of total expenditure as a share of GDP has been elusive and uneven over the years. There is need to update and consolidate the existing elements into a comprehensive fiscal rule in order to achieve the fiscal goal of sustainable public financing and economic development (National Development Plan 11: 79). Also according to Botswana's vision 2036, Sustainable Economic Development is highlighted as one of the crucial pillars. It is with the realization of such background information, that this qualification will train graduates who will be employed as brains behind the fiscal policy implementation programmes for the nation.</p> <p>The purpose of the Bachelor of Commerce in Fiscal Studies is to equip candidates with the requisite skills and competence to:</p> <ol style="list-style-type: none"> Conduct research and analyze issues relating to fiscal management and taxation policies as well as their impact on governance and economic development. 							

- ii. Implement applicable tax laws, regulating the administration of different taxes payable, including assessing and collecting duties and excise taxes on imported merchandise.
- iii. Monitor tax administration procedures and propose new methods to enhance effectiveness in the workplace.

ENTRY REQUIREMENTS (including access and inclusion)

- i. Candidates must have obtained Certificate IV, NCQF level 4 (General Education or TVET) with at least five (5) credits at BGCSE or equivalent including a Mathematics, Statistics, Business Studies and a pass in English language.

OR

- ii. Candidates who have successfully completed a relevant Botswana Qualifications Authority (BQA) recognised and accredited Diploma Programme in Fiscal Studies (NCQF Level 6) or equivalent will have an added advantage. Candidates who already have a Diploma in Fiscal Studies may be permitted by the institution to enter the programme at third year, provided that qualification meets the criteria of 240 credits.

OR

- iii. **Special Entry:** Applicants who do not meet the requirements above may be considered through RPL and CAT policies for access and inclusion as per institutional policies and BQA/ national policy.

QUALIFICATION SPECIFICATION		SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA
1. Analyze monetary and fiscal policy processes in Botswana.	1.1	Evaluate the impacts of fiscal policy on the execution of the budgeting processes.
	1.2	Assess how tax implications affect public budgeting and finance.
	1.3	Analyse the supply-side effects of fiscal policy
	1.4	Analyse the relationship between budget surpluses, deficits, and the public debt.
	1.5	Interpret Statutes and Tax legal documents and drafts.
	1.6	Develop strategies to address macro-economic issues of the country.
2. Conduct tax administration in compliance to the legal, ethical and professional standards of tax administration.	2.1	Identify the major ethical concerns and major laws regulating tax today.
	2.2	Evaluate case studies that illustrate ethical dilemmas in tax business ethics.

	<p>2.3 Analyze the Financial Intelligence Act in Botswana and use it for tax decision making purposes.</p> <p>2.4 Apply consistently the ethical principles and professional standards related to the Tax profession.</p> <p>2.5 Apply written and oral communication in the tax legal context, whether in negotiation, drafting or commenting on statutory tax proposals, client counseling or in litigation.</p>
<p>3. Review administrative practices and make recommendations to address changes in the domestic and international taxation environment such as the increasing globalization of the world economy.</p>	<p>3.1 Examine the environment in which businesses operate at micro, macro and international levels.</p> <p>3.2 Quantify the exchange rate risk in different aspects of business operations.</p> <p>3.3 Formulate solutions to manage the exchange rate risks.</p> <p>3.4 Design a management control system for an organization in a business context.</p> <p>3.5 Develop practices that can leverage the need for local responsiveness and global integration.</p> <p>3.6 Manage issues relating to tax competition and tax havens by identifying risks and possible administrative strategies</p> <p>3.7 Recommend solutions to policy makers for the renegotiations of areas of mutual concern in existing tax treaties.</p> <p>3.8 Measure compliance with domestic and international administrative standards and takes corrective measures</p>
<p>4. Compute different types of taxes payable and determine exemptions and allowable deductions for different stakeholders in compliance to the tax statutes, rules, and policies.</p>	<p>4.1 Determine different forms of taxes in Botswana</p> <p>4.2 Differentiate taxes for different entities, exemptions, allowable deductions.</p> <p>4.3 Calculate taxes payable for individuals, companies, trusts, farmers, mines, partnership etc.</p> <p>4.4 File Income tax return and compute the tax liability of individuals</p> <p>4.5 Prepare tax rebates.</p>

	<p>4.6 Compute Capital Gain Tax.</p> <p>4.7 Calculate Value added tax.</p> <p>4.8 Communicate to taxpayers their rights, obligations and available complaint procedures and redress mechanisms;</p>
5. Apply IPSAS to promote prudent government expenditure and accounting.	<p>5.1 Apply knowledge of accounting and financial data in making business decisions.</p> <p>5.2 Analyse the importance and limitations of financial reporting.</p> <p>5.3 Process basic transactions in the financial statements of a company.</p> <p>5.4 Analyse the components of the financial statements and clarify interrelationships.</p> <p>5.5 Analyze organization performance using accounting, financial and taxation ratios.</p> <p>5.6 Prepare income statement and balance sheet.</p> <p>5.7 Calculate the net present value of a simple investment project, based on a cash flow analysis and the cost of capital of a company.</p>
6. Develop tax policies, procedures and revenue collection strategies that will enhance revenue collection and promote compliance.	<p>6.1 Analyze the tax business environment (Internal and External)</p> <p>6.2 Evaluate the impact of changes in tax laws, practices and tax cases on business transactions, organizations and individuals from a tax management perspective.</p> <p>6.3 Develop tax planning ideas and strategies in relation to individual and business transactions in order to minimize their explicit tax liabilities</p> <p>6.4 Monitor the efficiency and effectiveness tax procedures.</p>
7. Review developments in tax administration and make recommendations for the adoption of digital technology intervention and innovation to enhance efficiency and improve customer service.	<p>7.1 Construct a taxation business model.</p> <p>7.2 Demonstrate knowledge of data mining uses and applications to solve tax problems in Botswana.</p> <p>7.3 Select appropriate data-mining algorithms for use in taxation.</p>

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	7.4 Apply principles of statistical data analytics to solve tax problems and inform decision making.
8. Conduct research in the relation to fiscal policy development, implementation and monitoring	8.1 Formulate a topic and clear problem statement. 8.2 Derive research objectives and questions 8.3 Write relevant literature review to provide profound understanding of the key constructs of the study. 8.4 Develop good sound research methodology of the study. 8.5 Analyze research data using research software tools like SPSS, Excel 8.6 Present the research findings in a good manner using tables, charts and graphs. 8.7 Interpret the results of qualitative and quantitative research in the context of (business) decisions. 8.8 Produce the research project report. 8.9 Communicate the research findings or results to the user(s).

QUALIFICATION STRUCTURE			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Principles of Management	5	10
	Principles of Microeconomics	5	10
	Business Communication	5	10
	Quantitative Analysis for Business I	5	10
	Introduction to Information Technology	5	10
CORE COMPONENT Subjects / Units / Modules /Courses	Accounting IA	6	10
	Commercial law	6	12
	Conflict Transformation & Leadership	7	12
	Principles of Marketing	6	12
	Accounting IB	7	12
	Principles of Macroeconomics	6	12
	Quantitative Analysis for Business II	6	12
	Interpretation of Statutes and Legal Drafting	7	12
	Corporate Finance I	7	12
	Tax Law and Practice	7	12

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	Computer Applications in Revenue Management	7	12
	Value Added Tax I	7	12
	Accounting IIA	7	12
	Company Law	7	12
	Corporate Finance II	8	12
	Customs Law	7	12
	Public Finance	7	12
	Economics of Taxation	7	12
	Customs Management Theory and Practice	7	12
	Research Methods in Finance and Economics	7	12
	Industrial Attachment	7	60
	Customs Management Theory and Practice II	8	12
	International Trade	7	12
	Value Added Tax II	8	12
	Audit Practice and Investigation I	7	12
	Taxation Accounting	7	12
	Corporate Governance and Ethics	7	12
	International Economic Integration	8	12
	Audit Practice and Investigation II	8	12
	Economic and Fiscal Policy	7	12
	National Income Accounting	7	12
	Financial Modelling	7	12
	Project	7	24
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	None		
Rules of combinations, Credit distribution (where applicable):			
Level 5 = 50 credits Level 6 = 58 credits Level 7 = 336 credits Level 8 = 60 credits Total Credits = 504			
The credit distribution of this module is made up of 50 credits from the fundamental component and 454 credits from the core component.			

ASSESSMENT STRATEGIES AND MODERATION ARRANGEMENTS

Assessment Arrangements

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

The assessment includes both of formative and summative assessment. Formative assessment contributes 60% while summative contributes 40%.

Moderation Arrangement

There will be provision for both internal and external moderation to ensure that all assessment instruments are valid and reliable.

Internal Moderation

All assessment instruments should be internally moderated before administration

- i. All marked scripts should be moderated internally
- ii. The preparation of the moderation should be accompanied by the Assessment Matrix.

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 (with NCQF Level 7) of the qualification. External moderation exercise may lead to a decision to change marks. Each sub-field will have a Substantive External Examiner.

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 guide;
- Internal Moderation report;
- List of candidates and scores attained;
- Examination Attendance registers.

Assessment and moderation will be carried out by BQA (or its equivalent) registered assessors and moderators in line with BQA/ national policies.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification.

Recognition of Prior Learning (RPL) is a form of assessment for eligibility into the qualification. It allows recognition of skills and knowledge acquired through informal learning such as work or life experience. RPL is granted where the candidate is able to provide sufficient evidence of their competence in a module as determined by the appointed RPL Assessor.

Candidates wishing to apply for RPL assessment submit their applications three months prior to the commencement of the qualification they seek to enroll in. All prospective students will complete an application form and attach all required evidence, in the form of following:

- In-house training certificates
- Examples of work produced
- Workplace reference
- Statement of duties
- Project Work
- Newspaper cuttings of achievements
- Minutes of meetings attended or conducted
- Documents showing organizing/supervisory skills
- Awards, commendations, certificates of merit

All evidence presented will be matched against the Performance Criteria stated in the Unit of Competency. If necessary, candidate would be asked to perform an activity or undergo a test to provide evidence where there are gaps between what has been provided and what is required.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

Horizontal Articulation:

- Bachelor of Commerce Degree in Development Studies (NCQF Level 7)
- Bachelor of Commerce Degree in Economics (NCQF Level 7)
- Bachelor of Commerce Degree in Banking and Finance (NCQF Level 7)
- Bachelor of Commerce Degree in Investment and Finance (NCQF Level 7)

Vertical Articulation:

- Master of Commerce in Fiscal Policy (NCQF Level 9)
- Master of Commerce in Fiscal Policy and Economic Development (NCQF Level 9)
- Master of Commerce in Fiscal Studies (NCQF Level 9)

Diagonal Articulation

- Master of Commerce in Economics (NCQF Level 9)
- Master of Science in Development Studies (NCQF Level 9)
- Masters of Commerce in Investment and Finance (NCQF Level 9)
- Masters of Commerce of Banking and Finance (NCQF Level 9)

Employment Pathways

- Financial Advisor,
- Tax advisor
- Tax Policy Analyst
- Tax Examiners
- Revenue officers
- Tax Attorney
- Security Analyst
- Budget Analyst
- Tax Accountant
- Tax Auditors
- Economist
- Financial Analyst
- Customs Officer
- Tax consultant
- Economic Analyst
- Investment officer
- Investment Analyst

QUALIFICATION AWARD AND CERTIFICATION

Candidates meeting the prescribed requirements will be awarded the qualification in accordance with the qualification composition rules and applicable policies. To be eligible for the award, candidates must have successfully completed all fundamental and core modules and passed examinations in accordance with regulations set by the Faculty. The Bachelor of Commerce in Fiscal Studies will be awarded to candidates who have obtained a minimum of 504 credits.

REGIONAL AND INTERNATIONAL COMPARABILITY *(Also see the Comparability Matrix attached)*

This qualification compares well with the following:

- Bachelor of Accounting Sciences in Taxation – University of South Africa (South Africa)

- Bachelor of Commerce (with a major in Tax) – Milpark Education (South Africa).
- Bachelor Degree in Accounting and Taxation – Poltava University of Commerce and Trade (Ukraine).

The proposed qualification follows the same approach with the ones mentioned above in the sense that, they all start with fundamental commerce modules such as accounting, business management, marketing and economics. The other notable similarity is in the form of assessment where both formative assessment and summative assessment are used.

The qualification was benchmarked with Bachelor of Accounting Sciences in Taxation qualification offered by **University of South Africa**, peaked at NQF level 7. The UNISA qualification carries 360 credits and runs for 3 years unlike the proposed qualification which carries 504 credits and runs for 4 years. The other difference is in the mode of delivery where UNISA offers its qualification by distance learning and the proposed qualification is offered on full time and part time basis. The UNISA qualification focuses on Taxation only while the proposed qualification is focused on both Taxation and Customs Management. For example, modules like UNISA focuses on Principles of Taxation, Interpretation of Statutes, The Internal Audit Process: Test of Controls, Taxation of Business Activities, Taxation of Individuals, Taxation of Estates, Tax Administration, Tax opinion writing.

Milpark Education offers a Bachelor of Commerce Degree with a major in Taxation, at NQF level 7 similarly as the proposed qualification. The differences are in terms of duration and minimum credits. The proposed qualification runs for 4 years, with minimum credits of 504 while the Milpark Education qualification has duration of 3 years with a minimum of 360 credits.

Poltava University of Commerce and Trade in Ukraine offer a Bachelor Degree in Accounting and Taxation at NQF level 7 for 4 years; which is similar to the proposed qualification. The proposed qualification offers industrial attachment unlike Poltava qualification which does not have. Additionally the proposed qualification bears 504 credits while the Poltava qualification bears 360 credits. The other difference is found in the mode of delivery where the proposed qualification is offered on full time and part-time basis and the Ukraine qualification is offered by distance learning.

The proposed qualification is tailor made to produce an all-rounder 360 degrees Tax Expert who will be able executes all fiscal functions effectively and efficiently. The qualification is a specialty qualification developed to address the fiscal studies skill shortage in Botswana. For example, modules like Taw Law and Practice, Value Added Tax, Customs Law, Taxation, Customs management and practice are customized to the Botswana Context

REVIEW PERIOD

This qualification will be reviewed after 5 years upon registration.