

<b>QUALIFICATION SPECIFICATION SECTION A</b>							
<b>QUALIFICATION DEVELOPER</b>		Gaborone Institute of Professional Studies					
<b>TITLE</b>		Certificate V in Banking and Finance			<b>NCQF LEVEL</b>		5
<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		X	TVET	Higher Education	
<b>QUALIFICATION TYPE</b>		Certificate		X	Diploma	Bachelor	
		Bachelor Honours			Master	Doctorate/ PhD	
<b>CREDIT VALUE</b>						<b>120</b>	
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>							
<p><b>RATIONALE</b></p> <p>Whereas pillar 1(Sustainable economic development) of Botswana’s vision 2036 envisions a high-income country, with an export-led economy, where the service sector is a key contributor to GDP and employment; the key challenge is to expand the contribution of services to exports. It is upon this background that effective banking and finance skills and practices are needed to make Botswana’s exports earnings are reliably accounted for through appropriate banking and finance channels. Banking and finance skills are also needed to facilitate most efficient payment channels with minimum possible transaction cost</p> <p>Therefore, the Certificate V in Banking and Finance is a programme designed to equip the candidates with a broad range of banking and finance skills necessary to address today’s challenges in the competitive commercial environment and transform them into effective banking and finance professionals as a gap in this part was identified in the needs assessment report done by the institution (GIPS, 2019) [SEE APPENDIX]. It helps students to comprehend, investigate and resolve banking and finance challenges.</p>							



## BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

The HRDC top occupational demand published in 2018 has also shown that finance and banking skills are scarce in Botswana and encouraged universities to provide adequate supply of qualified and productive. Therefore, this qualification for Certificate V in Banking and Finance is being developed: to achieve the vision by equipping the participants with the knowledge, skills and competencies for investment and banking practitioners.

### PURPOSE

**This qualification is designed to produce graduates with requisite competency skills to:**

1. Develop economic policies and apply them in line with the banking finance profession.
2. Apply the regulatory requirements of the banking and financial services environment as set by the regulatory bodies.
3. Determine the credit risk and applicable interest rates applicable to borrowers (both individuals and institutions) with different credit ratings.
4. Operate ethically and responsibly in everyday situations they encounter in discharging their duties.

### ENTRY REQUIREMENTS (including access and inclusion)

- Certificate IV (NCQF level 4) (General Education or TVET) or equivalent qualification.
- Entry through Recognition of Prior Learning in line with institutional and National Policies

<b>QUALIFICATION SPECIFICATION: SECTION B</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>
<b>On successful completion of the Certificate V in Banking and Finance Learners shall be able to:</b>	The modules in this qualification are tailored to produce a graduate who can
1.0 Illustrate the knowledge and understanding of how banks and other financial services providers operate in the financial system	1.1 Identify the role-players in the financial services industry 1.2 Explain the relationship amongst the role-players in the financial services sector. 1.3 Explain the roles of banks in the national Payment System. 1.4 Utilize different banking products and services at their disposal
2.0 Demonstrate knowledge and understanding of accounting principles that relate to Bank Credit and Risk Management in the Financial Services sector	2.1 Utilise the accounting processes and principles to prepare of financial statements. 2.2 Calculate value added tax (VAT). 2.3 Relate the principles of double entry together to the general ledger and control accounts in bookkeeping of a business. 2.4 Prepare bank reconciliations and year-end adjustments using relevant information. 2.5 Demonstrate the understanding of the disclosure requirements to meet the information requirements in financial statements
3.0 Illustrate the knowledge and understanding of Bank Credit management principles and techniques in the banking and financial services institutions	3.1 Explain the 4 Cs of traditional credit analysis. 3.2 Utilise the fundamental principles necessary to assess borrower's needs within an acceptable risk framework. 3.3 Assess the different credit risk categories. 3.4 Demonstrate an understanding of credit facilities offered by Banks. 3.5 Interpret Financial Statements using key credit ratios.



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	3.6 Justify the credit ratings of different types of borrowers
4.0 Demonstrate the knowledge and understanding of the legislation(s) and law(s) that relates to Bank Credit and Risk Management in financial services institutions.	<p>4.1 Utilize the knowledge of Ethics and Corporate Governance issues in the banking and financial services sector</p> <p>4.2 Analyze the Basel Framework and its relationship to risk management.</p> <p>4.3 Demonstrate the knowledge Financial Intelligence Centre Act in the banking and financial services sector</p> <p>4.4 Analyze the implications of the Insolvency Act in financial institutions.</p>

QUALIFICATION: STRUCTURE			SECTION
<b>C</b>			
<b>FUNDAMENTAL COMPONENT</b> Subjects / Units / Modules /Courses	<b>Title</b>	<b>Level</b>	<b>Credits</b>
	Introduction to Accounting	4	10
	Introduction to Computers	4	10
	Customer Relations Management	5	12
	Introduction to Banking and Finance Law	5	12
<b>CORE COMPONENT</b> Subjects / Units / Modules /Courses	Banking	5	14
	Information Technology in banking	5	14
	Business Economics	5	12
	Risk Control and Strategies	5	12
	Treasury Management	5	12
	International Banking	5	12
<b>ELECTIVE COMPONENT</b> Subjects / Units / Modules /Courses			

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

**The qualification consists of:**

Fundamentals Modules at NCQF Levels 4: 20 Credits.

Fundamentals Modules at NCQF Levels 5: 24 Credits.

Core Modules at NCQF Levels 5: 76 Credits.

**Total number of credits = 120 credits**

**ASSESSMENT AND MODERATION ARRANGEMENTS**

**ASSESSMENT**

**Summative assessment:**

Summative assessment will constitute 40% of the final mark.



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### **Formative assessment:**

Formative assessments will constitute 60% of the final mark.

### **MODERATION:**

**Both internal and external moderation will be done in-line with the Moderation policy of the Institution. In addition, all Moderators and Assessors must be registered and accredited with Botswana Qualification Authority (BQA).**

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

Provision of RPL for award of the qualification will be in line with the National RPL Policy. Credit transfer will be applied in line with National CAT Policy

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

The Certificate in Banking and Finance provides both an academic and theoretical foundation and the applicative practical banking and Finance skills suitable for even a novice.

#### **Horizontal Articulation**

Graduates of this qualification may consider pursuing related qualifications (at this level) such as

1. NCQF level 5 in Accounting and Finance or its equivalence
2. NCQF level 5 in Risk Management or its equivalence
3. NCQF level 5 in Finance or its equivalence

#### **Vertical Articulation**

Graduates may progress to higher level qualifications such as:

1. NCQF level 6 in Banking and Finance or its equivalent
2. NCQF level 6 in Finance or its equivalent

3. NCQF level 6 in Accounting and Finance or its equivalent

**Graduates will have requisite competencies and attributes to work as:**

1. Loan Officer
2. Financial Broker
3. Credit and Loan Officers
4. Bank Tellers
5. Assistant Bank Managers

**QUALIFICATION AWARD AND CERTIFICATION**

**Qualification Award**

The candidate must achieve 120 credits to be awarded with Certificate V in Banking and Finance. Candidate must do all the fundamental component of 44 credits and core modules of 76 credits, to make total of 120 credit and to be awarded with Certificate V in Banking and Finance.

**Certification**

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

**REGIONAL AND INTERNATIONAL COMPARABILITY**

**The qualification has been benchmarked against the following regional and international qualifications:**

1. Milpark Education Level5: Higher Certificate in Banking Services, (120 credits): South Africa
2. Kenya Institute of Professional Studies (KIPS), Level 5: Banking & Finance Certificate, (120 credits): Kenya
3. The London Institute of Banking and Finance UK, Level 5 Professional Certificate in Banking, (120 Credits).: United Kingdom

4. British Columbia Institute of Technology Canada, Level 5 Banking and Financial Management, (120 Credits): Canada

**Summary of comparison:**

**Similarities**

All the Certificates outlined in the matrix are level V and include contact learning which is part time. In addition, all the qualifications have similar assessment strategies including class assessments, practical tests, presentations, formal modular tests etc. Another similarity can be seen in the employment pathway with all the qualifications selected citing jobs in the banking and financial service sectors. More, the progression pathways are the same with the holders of the certificate in banking and finance being able to pursue higher qualifications in banking and finance and accounting. Furthermore, all the qualifications have 120 credits and are awarded after passing all the modules.

**Differences**

There notable difference is on the modules on offer. Though most of the qualifications have common modules like economics, accounting and banking modules other offered by KIPS for example have local language like Kiswahili as an examinable module. Furthermore, the period of ranges from 6 months to 1 year. The one offered in UK doesn't stipulate the exact time of completion but state it in the minimum expected time to finish and the maximum time to finish as 1 year and 2 years respectively

**REVIEW PERIOD**

This Qualification will be reviewed after every 5 years.