

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER		INSTITUTE OF DEVELOPMENT MANAGEMENT					
TITLE		Bachelor of Science in Accounting			NCQF LEVEL		7
FIELD	Business, Commerce and Management Studies		SUB-FIELD	Accounting			
New qualification		✓	Review of existing qualification				
SUB-FRAMEWORK		General Education			TVET		Higher Education
		Certificate			Diploma		Bachelor
QUALIFICATION TYPE		Bachelor Honours			Master		Doctor
CREDIT VALUE						480	
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>Rationale</p> <p>Organizations, whether private, parastatal, government departments or non-governmental agencies are significant players in the national economy, as they provide goods and services. To fulfill this responsibility, they receive funds from stakeholders which enable them to acquire resources that are necessary for the provision of such goods and services. It is imperative that the funds that have been provided are properly accounted for and periodic financial reports are produced for feedback and performance measurement. The production of financial reporting, performance, forecasting and evaluation of financial risks, investment vehicles and wealth management require employees who are skilled and knowledgeable in the field of accounting and finance, risk management and banking. Consequently, the HRDC Top Occupations in High Demand (2016), has identified finance and business sector as one of the priority areas in Botswana. It specifically singles out finance managers and chartered accountants as among the occupations that are experiencing shortages in the labor market.</p> <p>This qualification has also been developed in line with Pillar one of Vision 2036 (Financial and Business Services) that states:</p> <p>“Botswana has exhibited a strong, resilient and fast growing financial and business services sector that is underpinned by a robust legal and regulatory frame work. Financial and business services have the potential to create jobs and generate export earning” The Financial and Business sector industry is recognized as one key engine of growth in the economy.” (p.17)</p> <p>In addition, NDP 11 also highlights:</p> <p>“...the main assumptions for key sectors that have the highest impact in driving domestic economic growth that includes: Mining; Construction; Trade, Hotels and Restaurants;</p>							

Finance, Insurance and Business Services; Transport and Communications; Social and Personal Services; and Manufacturing” (p.70)

In view of the foregoing, emphasis is in developing a qualification that is aligned to the needs of the economy. Therefore, the Accounting qualification will be aligned to the needs of the economy and business hence fulfilling the different ideologies and values influencing the direction of economic policies and how to best make use of the country's scarce resources.

For this particular programme, more than 20 industry practitioners were invited and only 3 industry practitioners turned up. Two of the industry practitioners were auditors and the third one was a chartered accountant from local authority and parastatals. The Industry practitioners evaluated the programme and according to their analysis, accounting and finance is still relevant as the country is still in need of professional accountants and that is the reason why the Government is still considering accounting as a scarcity and paying scarce skill allowance even to employees holding diplomas in this field.

In conclusion, the production of financial reporting, performance, budgeting and evaluation of financial risks, investment vehicles and wealth management require employees who are skilled and knowledgeable in the field of accounting, finance and banking.

Purpose

The purpose of this qualification is intended to develop the necessary financial skills, knowledge and attitudes in the learners to enable them to perform their financial responsibilities such as reporting, analysis, valuations, and problem solving effectively, efficiently and professionally.

The qualification will also facilitate professional registration with BICA or other professional bodies on successful completion.

ENTRY REQUIREMENTS (including access and inclusion)

- 1.1 Minimum entry requirements are NCQF Level IV certificate or equivalent e.g BGCSE with credit in Mathematics and pass in English.
- 1.2 Certificate in Accounting and Business Studies or a related discipline from a recognized and accredited institution with a minimum five years' working experience are admitted for entry at year 1.
- 1.3 Diploma in Accounting and Business Studies/ Diploma in Public Sector Management /Recognized Accounting Technician Qualification or other recognized professional accounting qualifications from a recognized and accredited institution with a relevant working experience may be admitted for entry at year 3.

1.4 Learners who do not meet the above requirements may be considered in terms of the institutions Recognition of Prior Learning (RPL) Regulations

1.5 International and local learners with non-Botswana qualifications, should have their qualifications evaluated to determine their equivalence by BQA before admission into the programme. The qualifications must be similar or equivalent to the above admission requirements.

QUALIFICATION SPECIFICATION SECTION B

GRADUATE PROFILE (LEARNING OUTCOMES)

ASSESSMENT CRITERIA

1. Prepare and interpret financial statements.

- 1.1 Explain the objectives of external financial reporting within the private and public sectors
- 1.2 Demonstrate knowledge and application of Generally Accepted Accounting Principles (GAAP) , International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS)
- 1.3 Demonstrate knowledge and understanding of the code of conduct for Accountants according to International Federation of Accountants (IFAC) regulations.
- 1.4 Prepare consolidated financial statements in accordance to International Financial Reporting Standards (IFRS) and International Public Sector Accounting Standards (IPSAS).
- 1.5 Interpret the financial statements produced for publication and communicate findings and recommendations for decision making.

<p>2. Analyze and evaluate financial statements and prepare annual tax returns in line with applicable company's act and income tax act.</p>	<p>2.1 Demonstrate knowledge of the international tax system and the understanding of tax administration in Botswana.</p> <p>2.2 Apply knowledge and skills relating to the tax system and compute the income tax liabilities of individuals and companies</p> <p>2.3 Analyze and apply a wide range of taxation concepts and legislation to individuals and companies and evaluate financial statements at global, national and regional level in relation to annual tax returns and applicable income tax act.</p> <p>2.4 .Interpret taxation and its key features and file tax returns for individuals and businesses</p>
<p>3. Evaluate the impact of the business environment in the financial management of an entity.</p>	<p>3.1 Appraise long term investments of an entity.</p> <p>3.2 Scan the business environment.</p> <p>3.3 Design and Apply ethical, corporate governance and corporate social responsibility frameworks within organizations.</p> <p>3.4 Manage performance of people in organizations</p> <p>3.5 Apply the code of conduct for accountants in relation to the profession.</p> <p>3.6 Apply financial theory to practice</p> <p>3.7 Apply enterprise skills to turn business ideas into successful and sustainable ventures</p> <p>3.8 Assess management behaviour against the codes of ethics relevant to accounting professionals including the IESBA (IFAC) or professional body codes</p> <p>3.9 Quantify individual risk scenarios and aggregate enterprise risk exposure.</p>

	3.10 Apply the knowledge of the ERM in an organization.
4. Demonstrate research and analytical skills by identifying and analysing critical data in a given complex situation.	<p>4.1 Produce research work that is appropriately referenced and without any plagiarism.</p> <p>4.2 Demonstrate competent research skills, in accounting, finance and business management by using scientific method of investigation, testing and evaluation of statistical data.</p>
5. Apply relevant management accounting techniques to aid decision making	<p>5.1 Select and apply relevant management accounting techniques for use and aid in decision making.</p> <p>5.2 Apply management accounting techniques to optimize usage of resources.</p> <p>5.3 Appraise business performance by applying relevant management accounting techniques.</p> <p>5.4 Manage finance within a business</p> <p>5.5 Evaluate the impact of the business environment in the financial management of an entity.</p> <p>5.6 Prepare and analyze basic quantitative cost accounting data</p> <p>5.7 Apply various costing systems in product and service development</p> <p>5.8 Apply IT skills that enhance performance at work place.</p> <p>5.9 Apply understanding and skills to utilize online computer essentials and spreadsheets</p>
6. Apply audit principles in conducting audit assignment	<p>6.1 Assess audit risk to recommend a suitable audit strategy for an organization.</p> <p>6.2 Perform audit procedures to gather audit evidence</p> <p>6.3 Prepare audit reports</p> <p>6.4 Develop an audit framework suitable for an identified corporate or business environment for undertaking audit work and reporting.</p>

	<p>6.5 Identify and apply discipline-specific practices that contribute to the local and global community through social responsibility, economic commitment and environmental stewardship</p> <p>6.6 Work in compliance with professional rules of conduct, ethical codes, industry standards and relevant legislation.</p> <p>6.7 Plan and conduct forensic accounting and auditing investigations that are consistent with current and accepted principles and practices of forensic investigation.</p> <p>6.8 utilize the theories of ethics and criminology</p> <p>6.9 Investigate and analyze financial evidence</p>
<p>7. Apply advanced and critical financial management principles and techniques to specific problems and situations</p>	<p>7.1 Demonstrate competencies in advanced financial management skills</p> <p>7.2 Apply computer techniques to investigations</p> <p>7.3 Critically assess the objectives of accounting, users of accounting and characteristics of accounting deploy a working knowledge of the capital structure theory and dividend policy of a firm</p> <p>7.4 Evaluating sources of finance (equity and debt) – both short-term and long term (including lease financing) and gearing effects thereof</p> <p>7.5 analysis and presentation of financial data using technology such as blockchain and triple entry accounting</p>

QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT	Title	Level	Credits
Subjects / Units / Modules /Courses	Academic Writing and Communication Skills	5	10
	ICDL (4 modules)	5	20
	Human Resource Management	5	10
	Principles of procurement and supply chain management	5	10

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	Fundamentals of Economics	5	10
	Professional Communication	6	10
	Introduction to Entrepreneurship and Innovation	7	10
CORE COMPONENT Subjects / Units / Modules /Courses	Introduction to Management accounting	5	10
	Principles of Banking and Finance	5	10
	Financial accounting I	5	10
	Quantitative methods for Business	5	10
	Business Ethics and corporate governance	6	10
	Computerized accounting software & applications	6	10
	Enterprise Risk Management	7	15
	Research Methods	6	10
	Organizational Management	7	15
	Financial Accounting II	6	10
	Management accounting II	6	10
	Taxation	6	10
	Financial Management I	6	15
	Audit & Assurance	6	10
	Business Law	6	10
	Research Project	7	30
	Practicum	7	30
	Financial Accounting III	7	15
	Financial Accounting IV	7	15
	Management accounting III	7	15
	Advance Taxation	7	15
	Strategic Leadership	7	15
	Business Strategy	7	15
	Financial Management II	7	15
	Advanced Auditing and Assurance	7	15
	Public Sector Accounting	7	15
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	International and Global Trade Markets	7	15
	Monitoring and Evaluation	7	15
	Fundamentals of Venture Creation	7	15
	Forensic accounting	7	15
Rules of combinations, Credit distribution(where applicable):			

CREDITS			
LEVEL	FUNDAMENTAL	CORE	ELECTIVES
5	60	40	
6	10	95	
7	10	225	30
TOTAL	80	350	30
GRAND TOTAL			480

The total credits for Bachelor of Science in Accounting are 480, comprising of 100 credits Fundamental modules and 350 Core modules and 30 elective modules. All fundamentals and core modules are compulsory. For a Candidate to achieve this qualification they must have acquired a minimum of 480 credits. The candidate should pass all the core modules as well as the fundamental modules plus two electives in the programme. The qualification will be awarded in accordance with the qualification composition, rules and applicable policies.

ASSESSMENT AND MODERATION ARRANGEMENTS

ASSESSMENT STRATEGY

Assessments are designed to ensure that learners achieve the overall learning outcomes of the programme and the individual modules.

Formative assessment

- Modules shall be assessed by Course work, Research Project, internship and a final examination paper for each of the courses studied.
- Course work component of the modules shall be assessed by continuous assessment (CA). This totals 30% for the CA.
- There will be a mandatory examination at the end of semester which will contribute to 50% of the final assessment grade.
- The Research Project/ Practicum will constitute 20% of the final mark. Candidates will be required to undertake the research project or practicum for a full semester.
- Students who attain 40-49% shall supplement.
- Students who attain 39% and below shall be required to repeat.
- Students must achieve at least 50% in each of the modules a grade average of 50% or higher.
- Fundamental modules may be carried forward to be completed later when failed instead of repeating a semester.

Summative assessment

- There will be formal examinations for all modules at the end of the academic year. Theory papers will take hours of examination time and those that involve calculations (Accounting, tax etc.) Hours.

The research project or practicum shall be assessed through submission of the research report and presentation

MODERATION ARRANGEMENTS

INTERNAL AND EXTERNAL MODERATION REQUIREMENTS

Internal moderation and external moderation is conducted across disciplines according to established guidelines.

An Assessor/Moderator must hold at least Master's degree in a relevant field of study or related post graduate professional qualification and be registered with Botswana Qualification Authority.

Moderation will cover two general phases, namely:

- Phase 1: Pre - Assessment
- Phase 2: Post - Assessment

PRE-ASSESSMENT MODERATION

- i. Moderate all questions of the examination paper, paying particular attention to clarity and mechanics of language and spelling.
- ii. Moderate the marking scheme. This will include allocation of marks for each part/section or step.
- iii. Moderate the general instructions on the front cover of the Question Paper, including course code, time-allocation and any other instructions.
- iv. Ensure that special tables, formulae and other technical documents accompanying the Question Paper are availed.
- v. Edit and suggest improvements to the questions.
- vi. Ensure that there is a balance between the time allocated for the paper, the level of difficulty of the questions, as well as marks allocated.
- vii. Ensure that the topics in the course outline have been fairly covered by the material examined.

POST –ASSESSMENT MODERATION

After all scripts have been marked, the moderator will:

- i. Sample some scripts for moderation purposes
- ii. Check if all scripts have been assessed using the same criteria.
- iii. Verify if assessment judgments and decisions have been done consistently and that principles such as validity, authenticity, currency and sufficiency have been considered.
- iv. Check if calculation of marks has been done correctly.
- v. Check if necessary records and reports have been completed.

SAMPLING PROCEDURE

The 'Rule of thumb' for Sampling that is often recommended is that a sample of the answer scripts is taken comprising:

- i. All the scripts if the total number is less than 10.
- ii. 30% of the total number of assessed scripts.
- iii. The sample should represent a reasonable distribution of marks including scripts with top marks and ones with very low marks.
- iv. The moderator will check that the marking of the sample is consistent with the marking scheme. Moderator will often sign the moderated scripts.
- v. The tolerance range for moderation difference is +/-5% of the mark given by the examiner.

RECOGNITION OF PRIOR LEARNING (if applicable)

Candidates may submit evidence of prior learning and current competence and/or undergo appropriate forms of RPL assessment for the award of credits towards the qualification in accordance with applicable RPL policies and relevant national-level policy and legislative framework. Implementation of RPL shall also be consistent with requirements, if any, prescribed for the field or sub-field of study by relevant national, regional and international professional bodies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal and/or diagonal articulation (related qualifications of similar level that graduates may consider.

Graduates of this qualification may consider pursuing related qualification for the purpose of multiskilling, retooling and gain expert knowledge in the Accounting field. Credit transfer, module mapping and exemptions can be exercised in the following programmes:

- Bachelor of Finance.
- Bachelor of Business Administration in Finance and Accounting
- Degree in Finance and Banking

- Bachelor of Science in Forensic Accounting and Finance

Vertical Articulation (qualifications to which the holder may progress to)

Holders of Diploma in Accounting and Business Studies/Diploma in Public Finance/ Recognized Accounting Technician level 4 Qualification may progress to Bachelor of Commerce in Accounting.

Holders of Bachelor of Science in Accounting may progress to:

- Associate of Chartered Certified Accountants (ACCA)
- Botswana Institute of Chartered Accountant (BICA)
- Chartered Financial Analyst- (CFA)
- Financial Risk Management (FRM)
- Professional Risk Management (PRM)
- Certificate in Quantitative Finance (CQF)
- Actuarial Science
- Chartered Institute of Public Finance and Accountancy (CIPFA)
- Master of Finance/Business Administration.
- Master of Arts Degree in Economics

Employment Pathways

On successful completion of this qualification the holder may work as one of the following:

- Financial Accountants
- Cost and Management Accountants
- Forensic Accountants
- Public Accountants
- Internal Auditors
- External Auditors
- Tax Accountants
- Finance Managers
- Treasury Accountant
- Bankers
- Consultants
- Researchers

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

A candidate is required to achieve the stipulated total credits inclusive of the fundamental, core and elective components, to be awarded the qualification.

Certification

The qualification will be awarded in accordance with the qualification composition, rules and applicable policies.

REGIONAL AND INTERNATIONAL COMPARABILITY

The qualification has been benchmarked with the following regional and international institutions.

Area	Name of University (and Country)	Title of Qualification, NQF Level & Credit Value	Similarities	Differences
International	Birkbeck University of London	Accounting (BSc)	<p>Offers fundamental, core and elective modules covering: -</p> <ul style="list-style-type: none"> • Management accounting • Financial accounting • Economics • Auditing • Research methods • Taxation • Research project • Business mathematics/ quantitative methods 	<p>Module differences</p> <ul style="list-style-type: none"> • International Finance • Portfolio Management • Marketing Strategy • Business Information Systems <p>Entry requirements: -</p> <ul style="list-style-type: none"> • A level student is eligible for the programme with the following combination of grades for business subjects. • A level: ABB-BBC • The duration is three years. <p>The total credits are 360</p>

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Regional	Ghana Telecom University College	BSc Accounting	<p>Offers entrepreneurship, fundamental, core and elective modules covering: -</p> <ul style="list-style-type: none"> • Management accounting • Financial accounting • Economics • Auditing • Research methods • Taxation • Research project • Business mathematics/quantitative methods 	<p>Offers:-</p> <ul style="list-style-type: none"> • French language • Psychology • Knowledge management • E-commerce • Financial markets • Public administration • Investment analysis • Does not offer practicum <p>Minimum entry requirements is WASSEC/ SSSCE and in some cases five (5) "O" Level Credits including Mathematics and English Language, plus two (2) passes at "A" Level in any subject.</p> <p>Credits</p> <p>The total credits are 360</p>	
Regional	Africa University (Zimbabwe)	Bachelor of Accounting	<p>Offers :- entrepreneurship and small business management, fundamental, core and elective modules covering:-</p> <ul style="list-style-type: none"> • Management accounting • Financial accounting • Economics 	<p>Portuguese for Beginners II; or</p> <ul style="list-style-type: none"> • Ethics & Christian Values • Introduction to African Studies • Honors Seminars • Money & Banking 	

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			<ul style="list-style-type: none"> • Auditing • Research methods • Taxation • Research project • Business mathematics/quantitative methods 	<ul style="list-style-type: none"> • Insolvency & Executorship • Trust Accounts • Comparative Tax Systems • Operations Research • Public Policy Analysis • Government Accounting 	
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Conclusion

- This degree compares well regionally and internationally in terms of scope and content coverage across major subjects such as financial accounting, business mathematics, economics, financial accounting, business law, taxation, auditing and research methods with the exception of Honors Seminars, Money & Banking, Insolvency & Executorship, Trust Accounts, Comparative Tax Systems, Operations Research, Public Policy Analysis, Government Accounting.
- The difference in duration and credits could be attributed to the fact that currently Botswana students enter universities with BGCSE and have to do a 4 year degree qualification hence higher credits. The qualification has an advantage that the students will be able to gain exemption from other professional accounting bodies such as BICA, ACCA and CIMA.

REVIEW PERIOD

The qualification will be reviewed every five years or as and when required depending on the changing needs of the market.

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CODE (ID)			
REGISTRATION STATUS	BQA DECISION NO.	REGISTRATION START DATE	REGISTRATION END DATE
LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	