

QUALIFICATION SPECIFICATION: SECTION A							
<b>QUALIFICATION DEVELOPER</b>		<b>GABORONE UNIVERSITY COLLEGE OF LAW &amp; PROFESSIONAL STUDIES</b>					
<b>TITLE</b>		<b>BACHELOR OF BUSINESS ADMINISTRATION IN SECURITY MANAGEMENT</b>			<b>NCQF LEVEL</b>		<b>7</b>
<b>FIELD</b>	<b>LAW AND SECURITY</b>		<b>SUB-FIELD</b>	<b>SECURITY MANAGEMENT</b>			
New qualification		✓	Review of existing qualification				
<b>SUB-FRAMEWORK</b>		General Education			TVET		Higher Education
		Certificate			Diploma		Bachelor
<b>QUALIFICATION TYPE</b>		Bachelor Honours			Master		Doctor
<b>CREDIT VALUE</b>						<b>525</b>	
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p><b>Rationale</b></p> <p>Molomo and Maundeni (2014) postulated that historically, in Botswana crime prevention was a preserve of the state using state security agencies as the police, military, prisons and other state apparatus, such as, the courts and laws. However, since the late 1980s with the expanded definition of security from the narrow static conception to include human security, it has become apparent that state agencies alone cannot combat the rising levels of crime.</p> <p>According to Botswana 2020 OSAC Crime &amp; Safety report, the U.S. Department of State has assessed Botswana and alluded that major cities such as Gaborone are HIGH-threat locations for crime such as cybercrime, white collar crimes, robberies and burglaries (Country Security Report 4/21/20). During an INTERPOL August 2020 meeting on <i>Strengthening Security in Southern Africa</i>, INTERPOL Secretary General Jürgen Stock, Chief to the Botswana Police Service cyber forensic lab and the Botswana Police college highlighted that Cybercrime is an issue of concern among INTERPOL and SADC member countries in Southern Africa. These incidents affect the local population, expatriates, and visitors alike, <a href="https://www.interpol.int/en/News-and-Events/News/2018/Strengthening-security-in-Southern-Africa">https://www.interpol.int/en/News-and-Events/News/2018/Strengthening-security-in-Southern-Africa</a>. Therefore, those living in Botswana, especially in major cities, should upgrade security at their residences to reduce vulnerability to home invasion. Intrusion alarms, electric fences, perimeter lighting,</p>							

telephone/camera intercom systems, and window/door grilles are key components of a comprehensive, robust residential security program (Country Security Report 4/21/20).

Stakeholder consultation conducted in November 2020, also proves that the development of this qualification will enhance skills needed in the security industry (*see attached stakeholder consultation letters*). This therefore point to the need for the development of Bachelor of Business Administration Security Management qualification which will close the gaps by enabling not only police officers but also non-state actors, to possess a security management qualification that enables them to work with the police in combating the rising crime levels.

### **Purpose**

The purpose of this qualification is to provide learners with knowledge, skills, and competencies in the security management field to protect and serve their clients and communities accordingly. It will allow the learner to provide more effective service to fulfil the mission of creating a safe and secure environment financially, physically, and technologically. This will provide learners with wide range of competencies needed to undertake security processes, functions, and practices. Learners will be able to specialize in certain aspects (cyber security, financial security, asset protection, fraud and forensic auditing, risk management and many others) within this industry. Their ability for policy development and implementation in the security management will be enhanced. Furthermore, this qualification will open up pathways to further education and career for people in the security industry.

At the end of this qualification, graduates will be able to;

- Acknowledge the historical development of security, the management function, the fundamentals of defense, homeland security strategy, critical infrastructure sectors and protection, and the coordination and communication between government and criminal justice agencies and private entities.
- Construct a physical protection plan that demonstrates knowledge of physical security design concepts, and the roles of policies, communication, metrics within the security function, and the ability to effectively assess risk.
- Produce an information security systems protection plans and strategies that demonstrates the ability to effectively assess information security risks and mitigate that risk with appropriate use of

organizational policies and procedures, human resources, and information systems and technologies.

- Assess the security function from a loss and crime prevention perspective, along with countermeasures and strategies, emerging contemporary technologies, privacy, and management issues.
- Analyze legal issues and criminal justice concepts, such as the law of arrest, search and seizure, detention, surveillance, and related legal and ethical consequences that affect security professionals and organizations.
- Evaluate disaster and emergency planning, preparedness, mitigation, response, business continuity and recovery concepts and practices.

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

##### **Entry requirements:**

To be admitted into the program, the candidate must have satisfied the minimum conditions for entry outlined below: -

- Certificate IV, NCQF level 4 (General Education or TVET) or equivalent
- Access through RPL and CAT (for Certificate V, Diploma in related field or equivalent) will be provided through ETP policies in line with National RPL and CAT Policies

#### **QUALIFICATION SPECIFICATION: SECTION B**

<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>
1. Demonstrate ability to communicate effectively through various forms of communication in the business environment	1.1 Analyse and compare communication theories 1.2 Describe various forms of communication 1.3 Prepare and present clear and logical business reports to the target audience. 1.4 Engage in sustained oral communication in business environment

	<p>1.5 Demonstrate knowledge and understanding of communication technology.</p> <p>1.6 Utilise technology to communicate effectively in business environment</p>
2. Apply management principles and functions in the business environment	<p>2.1 Demonstrate understanding of the principles, concepts and functions of business management.</p> <p>2.2 Plan, organize, coordinate and control resources in the organization</p> <p>2.3 Apply the fundamentals of decision-making.</p> <p>2.4 Develop and maintain organizations competitive advantage</p> <p>2.5 Manage human resource functions in the business environment</p>
3. Demonstrate the ability to apply management strategies in order to cost-effectively manage the security function within an organization	<p>3.1 Establish cost controls for project expenditures</p> <p>3.2 Quantify costs associated with all the resources required to execute projects</p> <p>3.3 Evaluate the use of physical, human, financial and informational resources required to complete project tasks</p> <p>3.4 Manage security related projects cost effectively</p>
4. Display specialized knowledge of legislative and ethical requirements in the security management environment	<p>4.1. Apply concepts, principles and practices of legal aspects of security to the security management and operational environment</p> <p>4.2.Ensure conformance with legal and ensuring ethical procedures</p> <p>4.3.Investigate compliance and implementation requirements relevant to security management legislation</p> <p>4.4.Apply relevant laws and regulations affecting security management</p> <p>4.5.Test and align functional performance or security organization, incorporating legal issues and ensuring ethical approaches</p> <p>4.6.Align the Botswana legal regulatory framework to security management activities and its relation to other systems</p>

	4.7. Assess ethical conduct and governance issues in order to support informed ethical business decisions based on appropriate ethical values and approaches.
5. Conduct a comprehensive assessment of associated physical, reputation, emotional, financial, and facilities risks, to ensure business continuity and resilience management	5.1. Identify project risks by using different identification tools 5.2. Employ principles of security risk management 5.3. Prepare a risk management plan to guide your risk approach 5.4. Develop policies and procedures to manage enterprise security risks 5.5. Formulate and implement security risk strategies for a corporate enterprise to ensure business continuity and resilience management 5.6. Mitigate the security risks in business environment
6. Manage the Application of Security Principles, Practices, and Procedure	6.1 Identify the problem associated with security management 6.2 Describe roles and responsibilities of a security manager 6.3 Manage the functions of security management
7. Demonstrate competence in the entrepreneurship and finance management	7.1. Apply entrepreneurial knowledge in the formation of a small business. 7.2. Manage entrepreneurial finance and funding in a business setting. 7.3. Monitor and collect marketing information flow in order to process marketing data for a new business venture. 7.4. Identify and utilise marketing resources in order to meet business objectives. 7.5. Evaluate and support accounting and auditing concepts related to the causation of corporate economic crime.
8. Demonstrate the ability to apply research methodology and undertake fieldwork research in the field of security	8.1. Determine the relevant research methodology for a research in security field 8.2. Exhibit self-reliance skills in the workplace

	<p>8.3. Collect, present and analyse relevant data qualitatively or quantitatively</p> <p>8.4. Review primary and secondary data and draw conclusions.</p>
9. Demonstrate the ability to comply and adhere to recommended occupational health and safety practices	<p>9.1. Prepare relevant health and safety strategies and policies</p> <p>9.2. Evaluate hazards and risks in order to carry out risk assessments</p> <p>9.3. Demonstrate understanding of the health and safety legal frameworks in Botswana</p> <p>9.4. Produce subsequent reports on health and safety procedures carried out</p> <p>9.5. Liaise with regulatory authorities to ensure compliance with mandatory regulations</p> <p>9.6. Plan, implement and oversee company's employee safety at work</p>
10. Apply understanding of fundamentals of cyber security in the business environment	<p>10.1 Identify common cyber risks and threats within the organization</p> <p>10.2 Create awareness of cyber security issues</p> <p>10.3 Analyze and resolve security issues in networks and computer infrastructure</p>
11. Contribute to a safe and secure environment in the business environment	<p>11.1 Carry out assessments to ascertain possible risks and threats</p> <p>11.2 Conduct investigations in the security service industry</p> <p>11.3 Enforce security principles in line with human rights principles in the private and public spaces.</p> <p>11.4 Intervene and recommend solutions to theory and proven methods in security management</p>
12. Demonstrate specialized knowledge in preventing and deterring fraud	<p>12.1 Identify fraud indicators</p> <p>12.2 Implement controls and procedures to detect and prove fraud</p> <p>12.3 Promote an adequate control environment to mitigate fraud risk</p> <p>12.4 Manage suspected or discovered fraud by responding to it comprehensively</p>

	<p>12.5 Evaluate the design of fraud deterrence techniques and controls.</p> <p>12.6 Investigate civil or criminal fraud, white-collar crime and report fraud findings.</p>
13. Demonstrate knowledge of the threat presented by terrorism and related risk	<p>13.1. Demonstrating understanding of the legal principles of international crimes of terrorism</p> <p>13.2 Spot and report any signs of suspicious behaviors related to terrorism</p> <p>13.4 Apply relevant strategies to counter terrorism attacks</p> <p>13.5 Examine e anti-terrorism measures that can be taken to protect people</p>
14. Demonstrate understanding of organizational behaviour in the context of security management.	<p>14.1 Develop and implement strategies for organizational behaviour change development</p> <p>14.2 Resolve conflict that may arise among workers in the workplace</p> <p>14.3 Identify personal dimensions of personalities, job satisfaction, motivation, and learning</p> <p>14.4 Analyse the complexities associated with management of group behaviour in the organization</p>
15. Demonstrate capacity to effectively implement crisis and disaster management policies, legislation, and practices.	<p>15.1. Describe selected models of disaster management</p> <p>15.2. Utilize strategies for crisis and disaster response, mitigation and recovery</p> <p>15.3. Monitor and review crisis and disaster risk reduction initiatives for improved assessment.</p> <p>15.4. Analyse activities and strategies needed for post crisis and disaster management.</p>
16. Apply ability to measure conflict, deviance, crime and victimisation in society and business environment	<p>16.1 Identify and explain sociological theories of deviance and conformity</p> <p>16.2 Examine central sociological theories for understanding the causes of deviant behavior</p>

	16.3 Apply the sociological concepts and theories used to analyse deviance and criminality
17. Demonstrate specialized knowledge of security management in different industrial sectors and departments such as retail and commercial, tourism and hospitality, energy and fire, financial, healthcare, executive and events.	17.1 Create awareness on security matters affecting different sectors and departments 17.2 Prevent emergencies by monitoring the adequacy of the fire risk control measures 17.3 Initiate and maintain policies and procedures for general safety and security in different sectors and departments 17.4 Supervise and train security staff teams in different sectors and departments Implement safety and security measures within different sectors and departments 17.5 Ensure safety of workers, visitors, patrons and customers in different sectors and departments 17.6 Prevent vandalism, theft, fire disturbances and protect people in different sectors and departments 17.7 Monitor activities in and around in different sectors and departments and ensuring that all property is secure 17.8 Adopt proven strategies of preventing and resolving security challenges faced in different sectors and departments

### QUALIFICATION STRUCTURE: SECTION C

FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Business Communication	5	10
	Information Technology	5	10
	Principles of Management	6	10
	Organisational Behaviour	6	10
	Introduction to Accounting	6	10
	Introduction to Statistics	6	10
CORE COMPONENT Subjects / Units / Modules /Courses	Introduction to security: Operations & Management	6	15
	Security Management	7	15
	Security Investigations and Consulting	7	15
	Risk Management	7	15
	Legal and Ethical Aspects of Security	6	10
	Corruption and Crime Prevention	6	10



	Crisis and Disaster Management	7	15
	Business Management	7	15
	Security Intelligence	7	15
	Cyber Security	7	15
	Fundamentals of Business Finance	6	10
	Criminology and Criminal Justice	7	15
	Human Resource Management	6	10
	Asset Protection	7	15
	Criminal Law	7	15
	Emergence Planning	7	15
	Contemporary issues in Security Management	7	15
	Public Emergence Security	7	15
	Research Methods	7	15
	Corporate Governance and Ethics	7	15
	Fraud Detection and Forensic Auditing	7	15
	Terrorism Awareness and Management	7	15
	Health and Safety Management	7	15
	Research Project	7	20
	Entrepreneurship	7	15
	Sociology of Social Disorganization and Deviance	7	15
	Project Management	7	15
	Industrial Attachment	7	30
	<b>ELECTIVE COMPONENT</b> Subjects / Units / Modules /Courses	Executive Protection and Event Security	7
Retail and Commercial Security		7	15
Hospital and Healthcare Security		7	15
Public and Private Policing		7	15
Fire Security		7	15
Energy Industry Security		7	15
Security and Safety for Financial Institutions		7	15
Security in hospitality and tourism industry		7	15
<b>TOTAL CREDITS</b>			<b>525</b>
<b>Rules of combinations, Credit distribution</b>			
Fundamentals Components: Level 5                      20 Credits			
	Level 6	40 Credits	
Core components:	Level 6	55 Credits	
	Level 7	365 credits	
Electives Component	Level 7	45credits (learners choose 3 electives)	
<b>Total</b>	<b>525 Credits</b>		

## ASSESSMENTS AND MODERATION ARRANGEMENTS

**Assessment**

The assessment for this qualification shall comprise of both formative and summary assessments weighted according to institutional guidelines and policies.

The formative assessment shall consist of CAs which together will make 60%

Summative assessment shall make up the remaining 40%.

**Moderation**

All assessment tools shall undergo internal and external moderation. The internal and external moderation shall be conducted as ETP policies which must be aligned with the National policies. Assessment and moderation shall be conducted by BQA registered assessors and moderators.

**RECOGNITION OF PRIOR LEARNING**

RPL for awarding will also be applied in accordance with National RPL guidelines or policy.

**Credit Accumulation and Transfer**

Credit Accumulation and Transfer (CATS) will also be applied to all in line with National CAT guidelines or policy.

**PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**

This qualification provides learners with both horizontal and vertical articulation possibilities.

Horizontally to:

- Bachelor of Business Administration in Cyber Security
- Bachelor of Science in Risk Management
- Bachelor of Law
- Bachelor of Criminology
- Bachelor of Police Studies.

Vertically to:

- Master of Business Administration in Security management
- Master of Business Administration in Risk Management

As a holder of this qualification the graduate can pursue a career as a security officer at both private and public practice and advance in the field if the graduate is already employed as a security. A degree in Security Management could also qualify the graduate for employment in other state agencies such as the Police, DIS, DCEC and others.

Other available career options opened to the graduate upon completion of the course are:

- Correction Officer
- Criminal Investigation and Special Agents
- Immigration and Customs Inspectors
- Information Security Analyst
- Police Officer
- Security and Fire Alarm Installer
- Security Guard
- Security Management Specialists
- Security Manager
- Transportation Security Screeners

## QUALIFICATION AWARD AND CERTIFICATION

The learner should attain a minimum of **525 credits** of this qualification and satisfy the rule of combination above, to be awarded a qualification of **Bachelor of Business Administration in Security Management**.

## REGIONAL AND INTERNATIONAL COMPARABILITY

The design of the Bachelor of Business Administration in Security Management was influenced by national, regional and global trends in the corporate world. Regionally, the qualification was benchmarked with the Bachelor of Business Administration in Police and Security Studies offered at Bindura University of Science Education in Zimbabwe as this was the only similar qualification regionally. The qualification was also benchmarked internationally with John Jay College of Criminal Justice (USA), Southwestern College (UK), and Ardar Patel University of Police, Security and Criminal Justice, Jodhpur, Rajasthan (India) The Bachelor of Business Administration in Security Management compares favourably to the benchmarked qualifications in terms of content, qualification level, entry requirements, and also in terms of the purposed and the skills and knowledge that the learners will achieve. *See Appendix 1. comparability matrix.* The proposed qualification will be better off than the other benchmarked with because the qualification structure

is a blend of all vital modules from all the four universities. The qualification also incorporated the introduction to information technology and business communication which will give the learner the ability to manage the computer technologies related and relay communication skills in the business environment.

<b>REVIEW PERIOD</b>
The qualification will be reviewed every 5 years.