

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION							SECTION A
QUALIFICATION DEVELOPER	Limkokwing University of Creative Technology						
TITLE	Bachelor of Business (Finance and Banking)				NCQF LEVEL	7	
FIELD	Business, Commerce and Management Studies		SUB-FIELD	Finance and Banking			
New qualification	√	Review of existing qualification					
SUB-FRAMEWORK	General Education		TVET		Higher Education	√	
QUALIFICATION TYPE	Certificate		Diploma		Bachelor		
	Honours		Master		Doctor		
CREDIT VALUE					491		
1.0 RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>1.1 Rationale</p> <p>Botswana's financial sector is made up of the Central Bank; Bank of Botswana, commercial banks and investment and corporate finance institutions and, pension funds and non-bank lenders (which has led to an increase in the number of microfinance organizations). All these financial institutions have areas of specialization in terms of services they offer. It is expected that the growth in the financial sector will continue. Such growth in these and related sectors requires properly trained and experienced banking and finance professionals to manage the sector. The growing finance and banking sector has created a demand for qualified banking, finance, and microfinance specialists.</p> <p>The demand for expertise in finance and banking has been compounded by the diversification drive that the Government of Botswana government has embarked on. The government has earmarked 16 priority areas for diversification: Agriculture, Tourism, Mining and Health (2017/18 Budget speech report). This creates opportunities for people to venture into businesses related to these sectors. There has also been recognition of the creative industries as wealth generators and job creators. What this suggests is that the</p>							

economy of Botswana is going to be characterized by individuals going into business, business partnerships between government and the private sector, as well as by partnerships between Botswana and regional or global partners.

The different types of businesses will require specialized finance and banking services. As such the sector needs qualified banking, finance and microfinance specialists who can contribute to the growth of Botswana economy. The Botswana Institute for Policy Development Analysis (BIDPA, 2007) pointed out that there “a lack of on-the-job experience ... the lack of formal training in the skills needed by the (financial) sector. The Human Resource Development Council (HRDC) states that there is a skills gap in the financial sector for Chartered Accountants, Internal and External Auditors, Fund Consultants, Compliance Bankers, Relationship Managers, Risk Managers, Business Intelligence Analysts, etc. (HRDC Interim Sector Skills in Demand Report, December 2016). The Botswana Institute of Chartered Accountants (BICA) is quoted to have highlighted the huge need for chartered accountants, professionals, and technicians in the financial and banking sector (Botswana Guardian, 16 January 2018).

Consultations with industry in Botswana identified the following gaps in the industry; research expert, ability to work under pressure to tight deadlines, ethical conduct, organizational skills, communication skills, critical and analytical thinking skills, among others.

The demand for qualified banking, finance and microfinance specialists, the gap that exists in the sector and the fact that the financial sector plays a very pivotal role in other sectors of the economy in Botswana make the proposed qualification very necessary now.

1.2 Purpose

The purpose of this qualification is to produce graduates with Knowledge, Skills and Competences to:

- Interpret financial regulations and anticipate what regulations are likely to affect their clients.
- Build long-term professional relationships with different stakeholders.
- Handle financial sector uncertainties through problem-solving and decision-making skills.
- Manage and lead personnel in the finance and banking sector.
- Use technological expertise to find, sort and process the huge amounts of information in the finance and banking sector.

2.0 ENTRY REQUIREMENTS (including access and inclusion)	
<ul style="list-style-type: none"> • NCQF Level 4 or equivalent qualification. • Entry through Recognition of Prior Learning in line with institutional and National Policies. 	
2 QUALIFICATION SPECIFICATION	SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
3.1 Propose the mechanism of investment procedures, financial assets allocations and financial strategies within a business.	3.1.1 Explain the importance of investment procedures that outline the process making investment decisions. 3.1.2 Develop written investment procedures that outline the process of making investment decisions. 3.1.3 Specify the duties and responsibilities of all personnel involved in investing. 3.1.4 Use time horizon and risk tolerance to determine the best asset allocation mix for a variety of clients. 3.1.5 Advise clients on how to balance risk and create diversification in financial planning. 3.1.6 Evaluate the various financial strategies and develop one for a business. 3.1.7 Advise clients on the most appropriate financial strategies for their types of businesses.
3.2 Differentiate between corporate finance management, investment, and financial institutions.	3.2.1 Analyze the relationship between corporate finance management, investment, and financial institutions. 3.2.2 Conduct financial leverage, trends, and historical analyses to make financial decisions. 3.2.3 Determine the most suitable financing mix for a business to

	<p>fulfill its financing needs.</p> <p>3.2.4 Use the financial statements to make short-term investment decisions.</p> <p>3.2.5 Conduct risk, capital, and cash flow analyses to make long-term investment decisions.</p> <p>3.2.6 Differentiate the levels of decision making for top managers and middle managers.</p> <p>3.2.7 Categorize financial institutions.</p> <p>3.2.8 Differentiate the financial services offered by banks from those offered by the different financial institutions.</p>
3.3 Evaluate economic, business, and financial information for decision making.	<p>3.3.1 Identify the different sources of economic, business, and financial information.</p> <p>3.3.2 Evaluate the credibility of the sources of economic, business, and financial information.</p> <p>3.3.3 Determine the currency and insightfulness of economic, business, and financial information.</p> <p>3.3.4 Assess the accuracy of information in economic, business, and financial forecasts.</p> <p>3.3.5 Conduct quantitative and qualitative analyses of economic, business, and financial information.</p> <p>3.3.6 Use economic, business, and financial information in financial decision-making.</p>
3.4 Evaluate the role of finance for individual organizations and for society as a whole.	<p>3.4.1 Review the budgeting and financial planning role of finance for individual organizations.</p> <p>3.4.2 Specify the duties of finance in budgeting and financial planning.</p> <p>3.4.3 Set long-term financial goals for the organization.</p> <p>3.4.4 Write final financial organization reports to communicate with relevant stakeholders.</p> <p>3.4.5 Develop and document internal financial controls guidelines</p>

	<p>and accountability policies.</p> <p>3.4.6 Ensure compliance and development of policies that protect and manage exposure to risk.</p> <p>3.4.7 Develop strategies that promote society's financial and economic resilience.</p> <p>3.4.8 Promote and safeguard savings and the integrity of financial contracts.</p> <p>3.4.9 Interpret and implement policies that facilitate efficient allocation of capital to support economic growth.</p> <p>3.4.10 Collect, analyze, and distribute information for better economic decision-making.</p>
3.5 Solve problems and make decisions through effective quantitative and qualitative financial techniques.	<p>3.5.1 Monitor the trends in the finance and banking sector.</p> <p>3.5.2 Use trends to anticipate potential problems in finance and banking.</p> <p>3.5.3 Review the use of quantitative financial techniques in effective problem-solving and decision-making processes.</p> <p>3.5.4 Apply quantitative techniques for decision-making on future financial outcomes.</p> <p>3.5.5 Review the use of qualitative financial techniques in effective problem-solving and decision-making processes.</p> <p>3.5.6 Apply qualitative techniques for decision-making on future financial outcomes.</p> <p>3.5.7 Determine the value of using both qualitative and quantitative techniques in problem-solving and decision making.</p>
3.6 Conduct research through the creation, extraction, and analysis of financial information.	<p>3.6.1 Create a financial projection spreadsheet.</p> <p>3.6.2 Create an expense budget.</p> <p>3.6.3 Develop a cash-flow statement.</p> <p>3.6.4 Develop an income projection statement.</p> <p>3.6.5 Create a projected balance sheet.</p> <p>3.6.6 Examine unusual gains and losses.</p>

	<p>3.6.7 Differentiate cash-flow from profit.</p> <p>3.6.8 Examine financial statements for financial distress.</p> <p>3.6.9 Use the various techniques to analyze a financial report.</p> <p>3.6.10 Synthesize financial information.</p>
3.7 Use information technology in various banking and finance processes.	<p>3.7.1 Recognize the importance of using technology in various finance and banking operations.</p> <p>3.7.2 Apply relevant software and programmes in order to better analyze and report financial data.</p> <p>3.7.3 Determine the appropriate software for the various types of financial analyses.</p> <p>3.7.4 Select relevant software for the types of financial analyses for particular types of organizations.</p> <p>3.7.5 Use technology in marketing financial services and products.</p> <p>3.7.6 Employ technology in communication with all stakeholders.</p>
3.8 Formulate and implement strategies for financial organizations.	<p>3.8.1 Apply technology in developing and implementing innovative and creative marketing strategies.</p> <p>3.8.2 Develop customer service strategies that enhance the customer experience.</p> <p>3.8.3 Develop strategies that reduce operation costs.</p> <p>3.8.4 Recognize the role of investing in innovation.</p> <p>3.8.5 Formulate strategies that include increased investment in innovation.</p> <p>3.8.6 Integrate strategies, policies and guidelines that facilitate the recruitment and retention of talent.</p> <p>3.8.7 Employ automation and digitalization as strategies to improve business process.</p> <p>3.8.8 Employ strategies that enhance security and authentication.</p> <p>3.8.9 Develop proactive financial risk strategies to deal with potential risks.</p>

<p>3.9 Respond effectively to financial issues and financial crisis.</p>	<p>3.9.1 Determine the factors contributing to financial issues and crises.</p> <p>3.9.2 Assess the impact of the crises on organizations and on society.</p> <p>3.9.3 Review the possible types of responses to financial crises in finance and banking.</p> <p>3.9.4 Compare how financial institutions in developed economies and those in developing economies respond to financial crises.</p>
<p>3.10 Communicate effectively verbally, non-verbally and visually in the finance and banking sector.</p>	<p>3.10.1 Inform stakeholders of the new financial products and services available.</p> <p>3.10.2 Adapt information based on differences in contexts, audiences, and purposes.</p> <p>3.10.3 Construct and effectively communicate complex financial ideas and arguments in speech, writing and other media.</p> <p>3.10.4 Construct messages appropriate to diverse audiences, purposes, and context.</p> <p>3.10.5 Employ technology in communicating with all stakeholders.</p>
<p>3.11 Incorporate professionalism and ethics in all banking and financial services and operations.</p>	<p>3.11.1 Analyze the social responsibility of banks and other financial institutions.</p> <p>3.11.2 Evaluate ethics from multiple perspectives.</p> <p>3.11.3 Apply ethical principles in all types of financial communications.</p> <p>3.11.4 Integrate ethics in financial decision-making and other processes.</p> <p>3.11.5 Identify opportunities and develop strategies for social transformation in the workplace and society.</p> <p>3.11.6 Assess the impact of own cultural assumptions, stereotypes, and biases.</p> <p>3.11.7 Develop and manage standards for professional, ethical, and social conduct for finance and banking professionals.</p> <p>3.11.8 Formulate management approaches which encourage all</p>

	employees to deal positively with unethical financial practice when they encounter it.
3.12 Manage and coordinate a diverse work team in the organization.	<p>3.12.1 Recognise the contribution of the different backgrounds to the achievement of tasks.</p> <p>3.12.2 Provide effective leadership.</p> <p>3.12.3 Build positive working relationships with all team members.</p> <p>3.12.4 Assign tasks fairly based on abilities.</p> <p>3.12.5 Employ conflict management skills to resolve conflicts within work teams.</p> <p>3.12.6 Communicate effectively with all team members.</p> <p>3.12.7 Develop team members through mentoring.</p> <p>3.12.8 Maintain discipline.</p>
3.13 Evaluate strategies and opportunities for lifelong and self-directed learning.	<p>3.13.1 Develop strategies for personal and others' original and independent work.</p> <p>3.13.2 Engage in lifelong learning.</p> <p>3.13.3 Develop professional curiosity about issues in finance and banking.</p>

4 QUALIFICATION STRUCTURE

SECTION C

FUNDAMENTAL COMPONENT	Title	Level	Credits
Subjects / Units / Modules /Courses	1. Principles of Accounting	6	10
	2. Business Communication	7	13
	3. Principles of Marketing	6	10
	4. Introduction to Business Management	6	10
	5. Communication and Study Skills	6	10
	6. Introduction to Computer Skills	6	10
	7. Creative and Innovative Studies	6	10

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CORE COMPONENT Subjects / Units / Modules /Courses	8. Business Law	6	10
	9. Principles of Banking & Finance	7	13
	10. Banking Law and Practice	7	13
	11. Banking and Foreign Exchange	7	13
	12. Financial Management	7	13
	13. Banking and Financial Markets	7	13
	14. Marketing of Financial Services	7	13
	15. Corporate Finance	6	10
	16. Managerial Economics	7	13
	17. Industrial attachment	7	40
	18. Financial Mathematics	7	13
	19. Investment Banking	7	13
	20. Credit Analysis & Lending Management	7	13
	21. International Banking and finance	7	13
	22. Strategic Management	7	13
	23. Treasury Management	7	13
	24. Financial Accounting 1	6	10
	25. Quantitative Methods for business	7	13
	26. Management Information system	6	10
	27. Microeconomics	7	13
	28. Cost and Managerial Accounting	7	13
	29. Organisational Behaviour	7	13
	30. Macroeconomics	7	13
	31. Financial accounting II	7	13
	32. Professional Ethics for Business	7	13
	33. Risk Management	7	13
	34. Investment Analysis and Portfolio Management	7	13
	35. Human Resource Management	7	13
	36. Contemporary Issues in Banking and Finance	7	13
ELECTIVE	37. Entrepreneurship	7	13

COMPONENT Subjects / Units / Modules /Courses	38. Corporate Governance		
	39. Derivatives	7	13
	40. Islamic Banking & Finance		

5.0 Rules of combination

2.1 The learners should take a total of 491 credits:

Modules	Credits
Fundamental	60
Core modules	325
Electives (2)	26
Total	491

5 ASSESSMENT ARRANGEMENTS

All assessors and moderators must be BQA accredited to enable them to assess and moderate the qualification. There will be use of formative and summative assessments to determine the learner's achievement of learning outcomes.

Formative /Summative assessments

Type of Assessment	Weight Percentage of the Assessment
Formative	50
Summative	50
Total	100

6 MODERATION ARRANGEMENTS

The qualification will have two types of moderation, namely Internal Moderation and External Moderation, in accordance with applicable policies and regulations. Assessors and Moderators shall be registered and accredited.

7 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 and will be in line with the Institutional and National policies.

8 PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

This qualification is designed to facilitate vertical, horizontal, and diagonal progression both locally and internationally.

9.1 Horizontal Progression

- Bachelor of Business in Finance
- Bachelor of Business in Banking
- Bachelor of Arts in Business Management
- Bachelor of Business in Marketing
- Bachelor of Arts in Economics
- Bachelor of Business in Accounting

9.2 Vertical progression – Exit

Students graduated from this qualification may progress to Level 8 qualifications such as:

- Bachelor of Business (Hons) in Finance and Banking
- Bachelor of Business (Hons) in Finance
- Bachelor of Business (Hons) in Banking
- Bachelor of Arts (Hons) in Business Management
- Bachelor of Arts (Hons) in Marketing
- Bachelor of Arts (Hons) in Economics
- Bachelor of Business (Hons) in Accounting

OR to Level 9 qualifications such as:

- MA in Finance and Banking
- MA in Finance
- MA in Banking
- MA in Business Management
- MA in Marketing
- MA in Economics
- MA in Accounting

9.3 Employment Pathways

Graduates of the qualification may find employment in a range of public and private organisations for the following posts. Typical roles include:

- Financial Analysts
- Investor Relations Associates
- Budget Analysts
- Accountants
- Financial Advisors
- Financial Managers
- Bankers
- Auditors
- Budget Analysts
- Investment Bankers
- Financial Consultants
- Corporate Bankers
- Financial Risk Analysts
- Financial Traders
- Financial Controller
- Personal Bankers

- Entrepreneur

10 QUALIFICATION AWARD AND CERTIFICATION

To qualify for qualification award and certification for Bachelor of Business (Finance and Banking), a learner must

- Attain a minimum of 491 credits overall.
- Complete satisfactorily any additional and specified requirements of the qualification.
- Have official verification that he/she has covered and passed all the modules.

Upon successful completion of Bachelor of Business (Finance and Banking) learners will be issued with a certificate.

11 REGIONAL AND INTERNATIONAL COMPARABILITY

Summary of Benchmarking with other Institutions

Bachelor of Business (Finance and Banking) was compared with qualifications in the following Institutions:

- Cavendish University (Uganda)
- University of Essex (UK)
- University of Leicester (UK)

Based on key indicators such as qualification duration, modules, attachment, electives and core modules, there are general similarities and differences. This indicates that generally the qualification is highly comparable with others being offered regionally and internationally.

Similarities

- The rate of similarity in terms of content coverage is almost 70%.
- The main learning outcomes point towards drawing plans for business development such as investment
- They have similar modules such as Financial reporting analysis, Financial accounting, Financial

Management, Auditing, Risk management, Corporate finance among others.

- The total number of modules for the qualifications is between 21 and 38. The number of modules per semester ranged from three (3) modules to six (6).
- Two institutions have a practical internship/attachment component just like Bachelor of Business (Finance and Banking).

Differences

- Though all the qualifications are in finance and banking, the qualification titles/names differ. University of Leicester offers Bachelor of Arts in Banking and Finance; Cavendish University offers Bachelor of Business Administration in Banking and Finance while University of Essex offers a Bachelor of Science in Banking and Finance.
- From the benchmarking exercise, it is evident that different institutions place emphasis on different aspects of the subject.
- They differ in terms of the number of Exit outcomes. Cavendish University (4), University of Essex (2), University of Leicester (5) while Bachelor of Business (Finance and Banking) has (5).
- The benchmarking exercise established that the duration of the qualifications in the institutions benchmarked with is three (3) years.

REVIEW PERIOD

Every five (5) years.