

QUALIFICATION SPECIFICATION							SECTION A	
QUALIFICATION DEVELOPER		Imperial School of Business and Science (ISBS)						
TITLE		Certificate V in Risk Management				NCQF LEVEL		5
FIELD		Business, Commerce and Management		SUB-FIELD		Risk Management		
New qualification		✓	Review of existing qualification					
SUB-FRAMEWORK		General Education			TVET	✓	Higher Education	
QUALIFICATION TYPE		Certificate		✓	Diploma			Bachelor
		Bachelor Honours			Master			Doctor
CREDIT VALUE							120 Credits	
RATIONALE AND PURPOSE OF THE QUALIFICATION								
<p><u>Rationale</u></p> <p>Risk Management has emerged among the major management disciplines in a business environment. Risk Management is an identified crucial field under Finance and Business Services which demonstrates the need of this qualification in the Botswana market (BHRDS Fair and Career Clinics 2018. Pages 93. The Government also intends to transform the private and public finance, insurance and bank industries into a major growth sector to stimulate economic diversification of the country.</p> <p>Furthermore, the President of Botswana has recently unveiled an economic package whose objective is to stimulate the economy for the coming years. This package focuses on certain industries in the country and to run projects at such a large scale requires effective Risk Management and analysis. A large budget will be allocated to develop finance and other industries rapidly and thus the fulfilment of skill requirements in this area is essential. This qualification will equip students with the knowledge and skills to boost Risk Management in the country and create job opportunities such as risk assessors and analysts, risk controllers and consultants.</p> <p>This qualification will provide the learners with a unique mix of practical focus on risk control, treatment and governance and grounding in the fundamentals of Risk Management. This winning combination sets up the learners, unsurprisingly, for careers in the finance, insurance, risk and business sectors. Equally if they are</p>								

looking for something a little different, this qualification will equip them with transferable skills applicable to other industries too, as well as equipping them with the knowledge and skills to boost Risk Management in the country.

Purpose of the Qualification

The Purpose of this Qualification is to produce graduates with broad technical knowledge, skills and competences to:

- Implement a risk management framework in an organisation and apply risk management tools and strategies in an organisation
- Demonstrate understanding of risk financing mechanism to safe guard the interest of the investors.
- Implement strategies to maintain Risk Governance and Culture in an organization

ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

- Candidates who have successfully completed Certificate IV, NCQF Level 4 (General Education or TVET).
- Entry through RPL and CAT will be done in accordance with institutional policies which are aligned to the national RPL and CAT policies.

QUALIFICATION SECTION B		SPECIFICATION
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA	
1. Demonstrate effective communication with national and international clients on business transactions.	1.1. Demonstrate skill to write incident reports to report risk factors to the management. 1.2. Demonstrate skill to draft Policies and procedures to avoid risk factors.	
2. Demonstrate skill to use Computer Applications such as, Microsoft word, excel and power Point for creating documents, record business transactions and prepare documents for presentation.	2.1. Demonstrate skills to prepare documents, presentation slides, save and file documents. 2.2. Demonstrate skills to manage electronic files. 2.3. Show competency in working effectively	

	<p>in the spread sheet.</p>
<p>3. Demonstrate competency to employ different risk mitigating strategies for an organization.</p>	<p>3.1. Demonstrate understanding of a hazard and a risk.</p> <p>3.2. Demonstrate understanding of the following risk factors.</p> <ul style="list-style-type: none"> ▪ Financial risks ▪ Operational risks ▪ Political risks ▪ Environmental risks <p>4.3 Demonstrate skill to identify, assess risks and adopt control measures and mitigating strategies.</p> <p>4.4 Demonstrate skill to record hazard identification details.</p> <p>4.5 Demonstrate understanding of the following Legal Risks</p> <ul style="list-style-type: none"> ▪ Corporate Level Risks ▪ Assets ▪ Contracts ▪ Legal disputes ▪ Regulatory.
<p>4. Demonstrate skill to employ potential financial risks management strategies in an organization.</p>	<p>4.3. Demonstrate skill to prepare income statements, balance sheet and cashflow statements using the balance sheets and income statements.</p> <p>4.1. Analyze different types of risks involved in different practice areas.</p> <p>4.2. Demonstrate different steps involved in the process of Risk management.</p> <p>4.3. Assess the Risk managing options such</p>

	<p>as,</p> <ul style="list-style-type: none"> ▪ Avoidance ▪ Reduction ▪ Sharing ▪ Retention. <p>4.4. Demonstrate skill to formulate and implement a risk management plan.</p> <p>4.5. Demonstrate understanding of the following terms with respect to Risk management strategies</p> <ul style="list-style-type: none"> ▪ Tolerate ▪ Treat ▪ Transfer ▪ Terminate.
<p>5. Demonstrate skills to implement strategies to maintain Risk Governance and Culture in an organization.</p>	<p>5.1. Demonstrate understanding of the concept of GRC (Governance, Risk and Compliance).</p> <p>5.2. Demonstrate understanding of management control systems in corporate governance with respect to</p> <ul style="list-style-type: none"> ▪ Internal control, ▪ Audit, ▪ compliance in corporate governance. <p>5.3. Demonstrate ability in information management in audit and internal control.</p>

QUALIFICATION STRUCTURE			SECTION C
FUNDAMENTAL COMPONENT	Title	Level	Credits
Subjects / Units / Modules /Courses	Introduction to Business	4	10
	Introduction to Computer Applications	4	10
	Introduction to Business Communications	4	10
CORE COMPONENT	Introduction to Accounting	5	12
	Introduction Project Management	5	12

Subjects / Units / Modules /Courses	Risk Assessment	5	14
	Risk Management	5	12
	Legal Risks	5	14
	Risk Governance and Culture	5	12
	Risk Control and Treatment	5	14
ELECTIVE COMPONENT			
Subjects / Units / Modules /Courses			

Rules of combinations, Credit distribution (where applicable):

Rules of combinations.

Credit Distribution:

The credit distribution for Level 4 and Level 5 of the Qualification Certificate in Risk Management.

Level 4 Modules	20 Credits
Level 5 Modules	100 Credits
Total Number Of Credits	120 Credits

The credit distribution of Fundamental and Core of the Qualification Certificate in Risk Management.

Fundamental Modules	20 Credits.
Core Modules	100 Credits.
Total Number Of Credits	120 Credits

ASSESSMENT AND MODERATION ARRANGEMENTS

Types of Assessment.

ASSESSMENT TYPE	WEIGHTING (%)
Formative assessment	75
Written Examination	25

Assessment / Moderation Instruments but not limited to

1. Tests
2. Assignments
3. Portfolio of Evidences
4. Presentation/Demo

All assessments will be carried out by BQA accredited assessors.

MODERATION ARRANGEMENTS

Both internal and external moderation will be done in line with the moderation policy of the ETP. Moderators used must be BQA registered and accredited.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT)

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 or international professional bodies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

The following are the employment pathways for a graduate who has successfully completed this qualification:

1. Assistant Risk Assessor
2. Assistant Risk Controller.
3. Risk Management consultant
4. Assistant Risk Analyst in Financial, Business and Insurance sectors.
5. Project Advisor.

Articulation/ Progression (Learning)

Vertical Progression

1. Diploma in Risk management
2. Diploma in Management
3. Diploma in Business Administration

Horizontal Progression

1. Certificate in Management
2. Certificate in Business Administration

QUALIFICATION AWARD AND CERTIFICATION

To be awarded Certificate V in Risk Management a candidate must successfully complete all the modules to obtain

120 credits.

Upon successful completion of the qualification, the learner will be issued an official transcript and a printed certificate.

REGIONAL AND INTERNATIONAL COMPARABILITY

Certificate in **Risk Management** Qualification was benchmarked with similar qualifications Certificate in **Risk Management** offered Internationally by Organisation of Certified Risk Managers, U.K, and regionally by Damelin Correspondence College, Johannesburg, in South Africa. The content covered and the duration of the qualification is easily comparable with the similar qualifications.

Institutions on comparison:

1. University of Stellenbosch Business School, South Africa
2. Damelin Correspondence College, Johannesburg, South Africa

Criteria	ETP	Institution-1	Institution-2
Name of the ETP	ISBS Botswana	Damelin Correspondence College, Johannesburg., South Africa (https://www.courseseye.com/course/3842/certificate-in-risk-management/south-africa)	<ul style="list-style-type: none"> • Organisation of Certified Risk Managers, U.K, (https://www.ocrmglobal.com/our-qualifications/certificate-in-risk-management)
Name of the Qualification	Certificate V in Risk Management	Risk Management	Certificate in Risk Management
Qualification Level	V	V	<ul style="list-style-type: none"> • V
Pre-requisites (If any)	Nil	Nil	<ul style="list-style-type: none"> • Nil
Duration	1 Year	1 Year	<ul style="list-style-type: none"> • 1 Year
Entry Requirements	Certificate IV, NCQF Level 4	Certificate IV, NCQF Level 4	Certificate IV, NCQF Level 4
Learning Outcome / Modules / Units	Module	Module	Module
	Introduction to Business	Fundamentals of Risk Management	<ul style="list-style-type: none"> • Developing a Risk Management frameworks
	Introduction to Computer Applications	Risk Management Process	<ul style="list-style-type: none"> • Implementing a risk management framework
	Introduction to Business Communications	Risk Identification	<ul style="list-style-type: none"> • Reviewing and enhancing a risk management framework
	Introduction to Accounting	Risk Evaluation and Assessment	
	Introduction to	Risk Control Techniques	

	Project Management		
	Risk Assessment	Risk Control Programmes	
	Legal Risks	Risk Financing	
	Risk Governance and Culture		
	Risk Control and Treatment		
	Legal Risks		

Similarities:

- Learning outcomes / Units of the comparable qualifications are almost similar. All of them equip learners with a range of knowledge and skills to develop skills in Risk Assessment and Risk Management Process.
- All the two short courses have no pre-requisites.
- Entry requirements are similar.
- Level of qualifications are similar
- Credit points are similar
- All the qualifications addressed the core modules / outcomes

Differences:

There is no significant difference that could be traced in the submitted qualification with respect to others.

REVIEW PERIOD

The Qualification will be reviewed thoroughly every 5 years.