

| QUALIFICATION SPECIFICATION | | | | | | | |
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| SECTION A | | | | | | | |
| QUALIFICATION DEVELOPER | | BAISAGO University | | | | | |
| TITLE | Bachelor of Commerce in Public Sector Accounting and Finance | | | | | NCQF LEVEL | 7 |
| FIELD | Business, Commerce and Management Studies | | SUB-FIELD | Public Sector Financing and Accounting | | | |
| New qualification | ✓ | Review of existing qualification | | | | | |
| SUB-FRAMEWORK | | General Education | | | TVET | | Higher Education |
| QUALIFICATION TYPE | | Certificate | | | Diploma | | Bachelor |
| | | Bachelor Honours | | | Master | | Doctor |
| CREDIT VALUE | | | | | | 480 | |
| RATIONALE AND PURPOSE OF THE QUALIFICATION | | | | | | | |
| <p>Lately, there is an increasing focus on improving the quality of public financial management around the globe, with many countries in both the developed and developing world making important and impressive achievements in strengthening public financial management and governance. Public financial management is critical to improving the quality of public service outcomes. According to the office of the Auditor General it has taken Botswana 25 years to look within itself and to evolve by reengineering its delivery of public services and processes. This has consequently led to the persistent shortage of public accountants in the country and as such, there is a need to respond to a new democratic order in the country and to the changing needs of the society. This involves a move away from a narrow focus on public administration towards a broader, more professional and more dynamic focus on governance and public management. The Degree in Public Sector Finance and Accounting offers the relevant requisite professional skills required to prepare the learner for a career in Public Finance, Accounting as well as Public Administration.</p> <p>According to Vision 2036 Pillar 1 Business and Financial Services sub-sector, human capital plays a critical role in the development of the economy and investment in it can be used to produce human resources that drive growth across the economic sectors. Outward migration of skilled and internally competitive workers has great potential to deal with the high levels of unemployment, especially among the relatively young population and therefore the production of portable skilled workers cannot be overemphasized. Pillar 4,</p> | | | | | | | |

Governance, Peace and Security further states that Botswana will have a transparent and accountable leadership across all sectors. It is therefore important again that Botswana has a knowledgeable society socially and academically. This dovetails well with the Human Resource Development Council's (HRDC) needs.

Further to the above, the market survey conducted revealed that there was need for the proposed Bachelor of Commerce in Public Sector Financing and Accounting, where 90% of the respondents affirmed that the qualification was relevant to the needs of the economy. The respondents were mainly accounting officers in large corporations who are well versed in the area of accounting and the future prospects for training in this field. (Refer to the attached Needs Assessment Report).

The purpose of this qualification is to prepare multidisciplinary qualified financial accounting professionals who are able to:

- i. Organize and manage the accounting function of a business and public sector entities
- ii. Prepare financial statements, as well as budgets and monitor their execution
- iii. Calculate taxes, control the application of accounting policy provisions and evaluate the public sector entity's financial position and results of operations.

The qualification will also help the graduates to advance easily in the field of public finance and accounting, such as Certified Institute of Public Finance and Accounting (CIPFA).

1. PRE-REQUISITE LEARNING AND QUALIFICATION

Minimum entry requirement for this qualification is a:

1.1 Certificate IV, NCQF level 4 (General Education or TVET) or equivalent, including a pass in Mathematics, Accounting, Business Studies or Commerce and a pass in English language.

OR

1.2 Recognition of Prior Learning (RPL): Candidates who do not meet the minimum academic qualifications stated above will be considered through a Recognition of Prior Learning (RPL) process which shall be administered according to the National RPL Policy. There will also be provision for Credit Accumulation Transfer to the learner in a case they are transfer in from another institution as per National Policy on CAT.

| QUALIFICATION SPECIFICATION | |
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| SECTION B | |
| GRADUATE PROFILE (LEARNING OUTCOMES) | ASSESSMENT CRITERIA |
| 1. Apply the principles, practices and techniques in the control and management of public resources. | <p>1.1 . Determine the differences between the public sector and the business sector parts of the economy.</p> <p>1.2 Analyse current public sector challenges, reforms and practices in Botswana.</p> <p>1.3 Assess the implications of public sector practices in financial management, accounting and budgeting.</p> |
| 2. Recommend appropriate quality control policies and procedures in public sector practice management. | <p>2.1 Evaluate the standard unmodified auditor's report.</p> <p>2.2 Draft extracts suitable for inclusion in an audit report.</p> <p>2.3 Evaluate the factors to be taken into account when forming an audit opinion in a given situation.</p> <p>2.4 Justify audit opinions that are consistent with the results of audit procedures relating to the sufficiency of audit evidence and/or compliance with accounting standards (including the going concern basis).</p> <p>2.5 Critique the implications for the auditor's report on financial statements that report complies with International Public Sector Accounting Standards (IPSASs).</p> <p>2.6 Recognize the auditor's position in relation to the acceptance and retention of professional appointments.</p> |
| 3. Apply fiscal planning procedures, including budgets, to ensure monitoring of collection of returns by authorities. | <p>3.1 Differentiate between Budgeting and Budgetary Control.</p> <p>3.2 Evaluate Financing and Financial Control Information.</p> <p>3.3 Produce schedules in Tax Planning and Tax Compliance by ensuring that relevant returns are submitted to the authorities.</p> <p>3.4 Apply procurement policies and procedures in the public sector set-up.</p> <p>3.5 Compare local procurement processes and procedures within the Region and beyond.</p> |

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| | <p>3.6 Apply Audit Processes According to Public Sector Accounting Act and Accounting Practice</p> <p>3.7 Formulate Strategies to Combat Fraud and Malpractice.</p> |
| 4. Prepare public sector financial statements for performance analysis. | <p>4.1 Prepare statements of financial performance, financial position and cash flows for public sector entities.</p> <p>4.2 Account for costs in public sector operations.</p> <p>4.3 Analyse performance of public sector entities through use of financial and nonfinancial information.</p> <p>4.4 Audit financial statements of public sector entities.</p> |
| 5. Evaluate Economics of the Public Debt to produce reports that assist public sector management to make informed decisions. | <p>5.1 Appraise public debt and fiscal policy.</p> <p>5.2 Analyze the growth of the nation's debt.</p> <p>5.3 Evaluate the burden on future generation.</p> <p>5.4 Examine the market for the state and local debt.</p> <p>5.5 Produce reports that assist management in making informed decisions.</p> |
| 6. Analyse policies governing public sector accounting for betterment of money laundering prevention. | <p>6.1 Demonstrate knowledge of the processes and mandate of the Public Accounts Committee (PAC).</p> <p>6.2 Analyse Internal Policies Governing Public Sector Accounting.</p> <p>6.3 Perform analysis of International Policies Governing Public Sector Accounting in local authorities.</p> <p>6.4 Conduct investigations using the Anti-Corruption Act, DCEC Act, Whistleblowing Act, and Money-Laundering Act.</p> |
| 7. Employ Information Communications Technology (ICT) – (Equipment & Software) for effective and efficient accounting operations. | <p>7.1 Apply relevant accounting package in recording financial transactions.</p> <p>7.2 Assess future needs of ICT and come up with strategies to combat any potential threats</p> |
| 8. Apply models of ethical decision-making to address ethical dilemmas. | <p>8.1 Describe the foundations of ethical theory.</p> <p>8.2 Identify theories and concepts relevant to the field of public administration.</p> |

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| | <p>8.3 Define the dynamics concerning sustainable management through the lens of ethics and responsibility.</p> <p>8.4 Discuss ethical issues and moral dilemmas in public service.</p> <p>8.5 Apply ethical/sustainability theories and principles to case study examples of business behavior.</p> <p>8.6 Evaluate individual and organisational ethical action and behaviour against a framework for ethical/responsible/management practices.</p> <p>8.7 Reflect on the role of citizens, social actors, managers, leaders and human beings responding to the challenges of sustainability.</p> |
| 9. Apply commercial law principles to complex problems/issues in the field of public sector and accounting | <p>9.1 Analyse foundational principles, values and laws of commercial law,</p> <p>9.2 Apply principles and provisions of commercial law using different methods.</p> <p>9.3 Compose simple contracts for use by the public sector.</p> <p>9.4 Assess the correctness of applying specific laws to specific cases</p> |

| QUALIFICATION STRUCTURE | | | |
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| SECTION C | | | |
| FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses | Title | Level | Credits |
| | Principles of Business Management | 5 | 12 |
| | Business Communication | 5 | 12 |
| | Computing & Information Skills | 5 | 12 |
| | Research Methods | 7 | 15 |
| | Quantitative Methods | 5 | 12 |
| CORE COMPONENT Subjects / Units / Modules /Courses | Financial Accounting I | 6 | 12 |
| | Micro Economics | 6 | 12 |
| | Financial Accounting II | 7 | 12 |
| | Principles of Marketing | 6 | 12 |
| | Macro Economics | 6 | 12 |
| | Organisational Behaviour | 6 | 12 |
| | Cost & Management Accounting | 7 | 15 |
| | Commercial Law | 6 | 12 |
| | Accounting Systems in a Computer Environment | 7 | 15 |
| | Corporate Governance and Business Ethics | 7 | 12 |
| | Auditing | 7 | 12 |
| | Advance Cost & Management Accounting | 7 | 15 |
| | Public Sector Financing & Accounting I (IPSASs) | 7 | 12 |
| | Advanced Public Sector Audit & Assurance | 7 | 15 |
| | Project Management | 7 | 12 |
| | Public Sector Economics & Development | 7 | 12 |
| | Public Sector Organization & Administrative Policies | 8 | 12 |
| | Public Sector Financing and Accounting II | 7 | 15 |
| | Financial Management | 7 | 12 |
| | Corporate Governance and Ethics | 8 | 12 |
| | Industrial Attachment | 7 | 60 |
| | Accounting Theory & Finance | 7 | 12 |
| | Strategic Management | 7 | 12 |
| | Public Sector Leadership & Management | 7 | 12 |

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| | Advanced Public Sector Financial Reporting | 8 | 15 |
| | Public Finance & Taxation | 7 | 15 |
| | Research Project | 7 | 24 |
| ELECTIVE COMPONENT Subjects / Units / Modules /Courses | Financial Engineering | 7 | 12 |
| | Sustainable Management Futures | 7 | 12 |

Rules of combinations, Credit distribution (where applicable):

Level 5 consists of 48 credits

Level 6 consists of 72 credits

Level 7 consists of 321 credits

Level 8 consists of 39 credits

Total credits = 480 credits

The credit combination for this qualification is made up of 63 credits from the fundamental component, 405 credits from the core component and 12 credits from the elective component, where candidate choose only one module.

ASSESSMENT AND MODERATION ARRANGEMENTS

Assessment

All assessments which are leading to the award of the qualification should be based on learning outcomes and associated assessment criteria.

i. Formative Assessment

The weightings for the Formative Assessment component which contributes to the awarding of credits is to be weighted as follows: The weighting of formative assessment is 40 % of the Final assessment mark.

ii. Summative Assessment

- Final examinations

The weighting of summative assessment is 60 % of the Final assessment mark.

Internal Moderation Requirements

- i. All assessment instruments should be internally moderated before administration.
- ii. All marked scripts should be moderated internally.
- iii. The preparation of the moderation should be accompanied by the Assessment Matrix.
- iv. Reports and associated documents to be in place for external moderation should include but not limited to:
 - Qualification document
 - Assessment Instrument
 - Assessment design and alignment matrix
 - Marking key
 - Internal Moderation report
 - List of candidates and scores attained (Module – wise report)
 - Examination Attendance register

External Moderation Requirements

External moderation is a final check, by external subject experts, that the examination and marking is at the right standard for the type and level of the qualification. External moderation exercise may lead to a decision to change marks. Each sub-field will have a Substantive External Examiner.

RECOGNITION OF PRIOR LEARNING (if applicable)

Recognition of Prior Learning (RPL) is a form of assessment for eligibility into the qualification. It allows recognition of skills and knowledge acquired through informal learning such as work or life experience. Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) will be applicable for consideration for award in this qualification.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

Horizontal Articulation:

- Bachelor of Commerce Degree in Finance
- Bachelor of Commerce Degree in Banking & Finance
- Bachelor of Science in Management Accounting
- Bachelor of Business Administration in Internal Audit
- Post Graduate in Public Sector Financial Management

Vertical Articulation

- Master of Science in Public Accounting
- Master of Business Administration (MBA)
- Master of Science in Public Finance

Employment Pathways

- Accounting Officer
- Tax Consultants
- Financial advisors
- Asset Managers
- Auditors
- Cost Accountant
- Credit Analysts
- Treasury Analyst
- Budget Analyst

QUALIFICATION AWARD AND CERTIFICATION

Candidates meeting the prescribed requirements will be awarded the qualification in accordance with the qualification composition rules and applicable policies. To be eligible for the award of the Bachelor of Commerce Degree in Public Sector Accounting & Finance, candidates should have completed all the fundamental, core and elective modules and have accumulated a minimum of 480 credits.

REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification was benchmarked with the following:

1. Bachelor of Science in Public Accounting – Mercy College (USA)

The Bachelor of Commerce in Public Accounting qualification and the proposed qualification are at NCQF level 7 and have duration of 4 years. Both qualifications cover business and public accounting modules. Despite the similarities the qualifications have some differences. The proposed qualification bears 480 credits while the Mercy College's qualification carries 260 credits.

2. Bachelor of Taxation and Accounting – University of Canterbury (Australia)

Similarities observed when compared with the proposed are the NCQF level 7 and the element of accounting and financing as they have some common modules such as Financial Accounting and Public Finance and

Accounting. The duration for the qualification of University of Canterbury is 3 years while for the Bachelor of Commerce in Public Sector Financing and Accounting is 4 years.

3. Bachelor's Degree in accounting – Tanzania Institute of Accountancy (Tanzania)

The qualifications are placed at NCQF level 7, have similar assessment strategies and both provide for Project Paper. The qualifications have notable differences. The duration for the proposed is 4 years while for the Tanzania Institute of Accountancy is 3 years. The bachelor's degree in accounting does not provide for industrial attachment and the Bachelor of Commerce in Public Sector Financing and Accounting does.

The proposed qualification compares well with the qualifications compared with. All qualifications do converge in the sense that they are all meant to produce accounting specialists and are at NCQF level 7. The proposed qualification stand out in the sense that it covers both accounting and public finance in depth as it offers many modules on those areas unlike the.

REVIEW PERIOD

This qualification will be reviewed after 5 years upon registration as per the qualification/programme review policy.