
	<b>BQA NCQF QUALIFICATION TEMPLATE</b>	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

SECTION A: QUALIFICATION DETAILS														
<b>QUALIFICATION DEVELOPER (S)</b>		Botswana Open University												
<b>TITLE</b>	Bachelor of Business Administration (Leadership and Change Management)										<b>NCQF LEVEL</b>	7		
<b>FIELD</b>	Business, Commerce and Management Studies			<b>SUB-FIELD</b>			Leadership and Change Management			<b>CREDIT VALUE</b>	480			
New Qualification						<input checked="" type="checkbox"/>		Review of Existing Qualification						
<b>SUB-FRAMEWORK</b>		General Education			<input type="checkbox"/>		TVET			<input type="checkbox"/>		Higher Education		<input checked="" type="checkbox"/>
<b>QUALIFICATION TYPE</b>	Certificate	I	II	III	IV	V	Diploma	Bachelor	<input checked="" type="checkbox"/>					
	Bachelor Honours			Post Graduate Certificate			Post Graduate Diploma							
	Masters					Doctorate/ PhD								
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>														
<p><b>RATIONALE:</b></p> <p>Botswana through its Vision 2016 envisages having an educated and informed nation by 2016 (Vision 2016). This vision has been reiterated by vision 2036 that aligns the country's goals with the global agenda for sustainable development. A needs identification survey conducted by MANCOSA (<a href="https://www.bqa.org.bw/qualifications">https://www.bqa.org.bw/qualifications</a>) and the IMPERIAL SCHOOL OF BUSINESS AND SCIENCE (<a href="https://www.bqa.org.bw/qualifications">https://www.bqa.org.bw/qualifications</a>) revealed that the Bachelor of Business Management and Administration qualification is of special interest to the working professional in public and private organizations and school leavers who wish to pursue a career in management, in Botswana.</p> <p>According to HRDC- Top Occupation in high Demand (Dec, 2016), validated statistics for Finance and Business Services indicate that there is need for graduates in Bachelor of Business Administration which caters for a diverse portfolio of practitioners specifically cascading from a degree qualification. The qualification will also</p>														

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support the recommendations of the Government Paper No. 37 of 2008: “Towards a Knowledge Society”, Tertiary Education Policy, as approved by the National Assembly on the (2008, pg. 10). The qualification supports the skills training and development component of the Life Cycle Model of the NHRD Strategy (2009). Botswana Vision 2036 recognizes education and skills development as the basis for human resource development.

The Bachelor of Business Administration in Business Management will provide a broad framework of knowledge and skills needed in the industry and public sector and essential to progress along a career path for learners who wish to extend their range of skills and knowledge of the industry and public sector so that they can become knowledgeable workers and/or practitioners in management.

The Bachelor of Business Administration in Business Management allows the learner to work towards a nationally recognized whole qualification. The qualification will allow both those in formal education and those already employed in organisation’s access, due to its flexibility. It aims to develop individuals who are informed and skilled in management.

#### **PURPOSE:**


The purpose of this qualification is to produce qualified graduates with knowledge, skills and competences to:


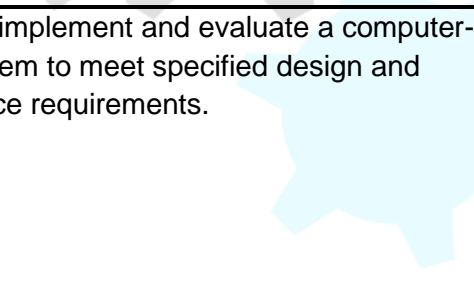
- Manage resources and projects.
- Manage human resources in an organization.
- Manage change and make sound decisions in an organization.
- Manage risks in an organization.
- Manage finances in an organization.


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

To be admitted into the programme, a candidate must have met one of the following requirements:


- Certificate IV, NCQF level 4 or its equivalent.
- Candidates with a Diploma in a related field may be considered through Recognition of Prior Learning in accordance with applicable policies.

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<b>SECTION B QUALIFICATION SPECIFICATION</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>
<p>1. Recognise business problems and find solutions for them using technologies.</p> 	<p>1.1 Apply various modern Software Development Lifecycles (SDLC) to business problems.</p> <p>1.2 Apply key software engineering concepts and activities.</p> <p>1.3 Apply knowledge and skills learned in other IT courses into execution of the project.</p> <p>1.4 perform requirements elicitation and analysis. of software engineering concepts</p> <p>1.5 Design abstract data types and data sets to solve problems.</p> <p>1.6 Apply mathematical skills and methods to solve computing problems.</p>
<p>2. Design, implement and evaluate a computer-based system to meet specified design and performance requirements.</p> 	<p>2.1 Design objects using computers softwares.</p> <p>2.2 Demonstrate the ability to model a business problem into various database and software models.</p> <p>2.3 Write SQL statements effectively to access RDBMS.</p> <p>2.4 Model an entity-relationship diagram.</p> <p>2.5 Design a relational database using normalization process.</p> <p>2.6 Install and administer a database.</p> <p>2.7 Use different types of software in the workplace</p>
<p>3. Apply design and administration principles in the network and security management of an enterprise ICT infrastructure.</p>	<p>3.1 Create logical design of both Local Area Network (LAN) and Wide Area Network (WAN)</p> <p>3.2 Differentiate and discuss types of internet architecture components and standards.</p> <p>3.3 Troubleshoot and boot computer applications</p> <p>3.4 Apply techniques to solve computer network management problems.</p> <p>3.5 Demonstrate ability to provide the protection needed to ensure smooth operation of the system and network of an organisation.</p> <p>3.6 Apply a range of network security technologies such as firewalls and intrusion detection systems for securing networks.</p> <p>3.7 Apply appropriate security standards and network security tools to enhance the security of a system.</p>

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	3.8 Determine the appropriate placement of network devices and install/configure them.
4. Interpret and relate the linkage between business strategy and IT Solutions.	4.1 Recognise the crucial role played by information strategy and Internet technology in strategic information systems. 4.2 Use the technological architecture of an ERP system and its relationship with other functional information systems.
5. Implement and maintain a safe and healthy work environment with a good understanding of professional and ethical responsibilities.	5.1 Show understanding of professional and ethical responsibilities. 5.2 Show understanding of legal and regulatory standards in IT. 5.3 Assess health hazards in the IT work environment and use appropriate safety procedures and controls.
6. Use various communication skills and techniques with a range of audiences.	6.1 Demonstrate professional communication skills when interacting with customers. 6.2 Show ability to use appropriate templates, structure and principles in writing various types of technical documents including reports and proposals. 6.3 Explain ideas and results through written, statistical, graphical, oral and computer- based forms of communication.
7. Identify the various sources of power.	7.1 Differentiate organisational power from personal power. 7.2 Break down the main aspects of organisational power. 7.3 Apply the types of personal power.

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SECTION C		QUALIFICATION STRUCTURE			
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [ 5]	Level [ 6]	Level [ 7]	
<b>FUNDAMENTAL COMPONENT</b> <i>Subjects/ Courses/ Modules/Units</i>	Communication for Academic Purposes	15			15
	Business Information Systems		20		20
	Business Law		15		15
	Principles of Marketing			20	20
	E-Commerce			20	20
		15	35	40	90
<b>CORE COMPONENT</b> <i>Subjects/Courses/ Modules/Units</i>	Leadership, Change Management and Evolving Notions			20	20
	Leadership and Change Models			20	20
	Implementing Leadership and Change Management			20	20
	Leadership in Organisations			20	20
	Power, Authority and Decision Making			20	20

 <b>BOTSWANA</b> Qualifications Authority	<b>BQA NCQF QUALIFICATION TEMPLATE</b>	Document No.	DNCQF.QIDD.GD02
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	Team Management			20	20
	Risk Management			20	20
	Mentoring, Coaching and Consulting			20	20
	Corporate Governance			20	20
	Strategic Planning			20	20
	Project Management			20	20
	Principles of Management			20	20
	Business Management Accounting			20	20
	Human Resource Management			20	20
	Financial Management			20	20
	Small Business Management			20	20
	Organisational Behaviour			20	20
	Research Methods			20	20
	Final Project			30	30
				<b>390</b>	<b>390</b>
<b>ELECTIVE/ OPTIONAL COMPONENT</b>  Subjects/Courses/ Modules/Units					

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<b>SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL</b>	
<b>TOTAL CREDITS PER NCQF LEVEL</b>	
<b>NCQF Level</b>	<b>Credit Value</b>
<b>5</b>	<b>15</b>
<b>6</b>	<b>35</b>
<b>7</b>	<b>430</b>
<b>TOTAL CREDITS</b>	<b>480</b>
<b>Rules of Combination:</b> <b>(Please Indicate combinations for the different constituent components of the qualification)</b>	
Learners should do 15 credits of level 5, 35 credits of level 6 and 430 credits of level 7. Learners should also do all fundamental courses (90) and all core courses in the qualification (390). There are no electives for this qualification.	

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## ASSESSMENT ARRANGEMENTS

### **Formative assessment**

Formative assessment will contribute 70% of the final grade.

**Summative assessment** Summative assessment will contribute 30% of the final grade.

Assessment shall be carried out by BQA registered and accredited assessors.

## MODERATION ARRANGEMENTS

Both internal and external moderation shall be done in accordance with applicable policies and regulations and shall be carried out by BQA registered and accredited moderators.

## RECOGNITION OF PRIOR LEARNING

Candidates may apply for recognition of prior learning whether such learning has been gained through formal study, through workplace learning, or through any other informal means. Any candidate applying for Recognition of Prior Learning (RPL) will be expected to provide evidence of such learning that must be relevant, sufficient, valid, verifiable, and authentic.

## CREDIT ACCUMULATION AND TRANSFER

A clear framework through which learners can accumulate learning credits and transfer such credits toward appropriate qualification helps to validate and recognize learning gained through formal and informal means, provides flexibility to learners, and allows learners to progress relatively seamlessly through their lifelong learning journey.

Credit Accumulation and Transfer (CAT) will be done in accordance with National CAT policy and well-established ETP Policy.


## PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

### **Horizontal:**

- Bachelor's degree in Management.
- Bachelor of Business in Entrepreneurship.
- Bachelor of Commerce in Industrial Relations.

### **Vertical:**

- Masters of Business Administration-Leadership and Change Management.
- Masters of Business Administration-Management.
- Masters of Business Administration-Entrepreneurship.

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### Employment Pathway

- General Manager.
- Project Manager.
- Business Strategist.
- Business Consultant.
- Office Administrator.

### QUALIFICATION AWARD AND CERTIFICATION

The learner will be awarded Bachelor of Business Administration after attaining 360 credits as stipulated in the rules of combination and credit distribution. This qualification does not have exit awards. Therefore, a learner who does not meet the prescribed minimum standards of the qualification will exit with a transcript.

### REGIONAL AND INTERNATIONAL COMPARABILITY

#### REGIONAL COMPARABILITY


Regionally, the Bachelor of Business Administration is compared with BBA's from:

#### University of South Africa (UNISA)

UNISA is the largest open distance learning institution in Africa and the longest standing dedicated distance education university in the world. It enrolls nearly one-third of all South African students. They offer an unparalleled range of study choices, ranging from short courses and certificate programmes to three- and four-year degrees and diplomas, to over 400 000 current students. As one of the leading research institutions on the continent, their research efforts have won them numerous awards, recognitions and honours. The BBA qualification offered by UNISA is wide-ranging in scope covering management, business administration and interdisciplinary content. At every level it varies from this BBA in that there is a compulsory component and elective component. It is a qualification pegged at NQF level 7. With its focus on management and administration, it is comparable to this BBA in its diversity of content.

#### Chartall Business College

The Chartall Business College Bachelor of Business Administration (BBA) qualification focuses on the management and administration of people, processes, practices, and systems (MAPPPS). It has been widely benchmarked with similar BBAs offered in other countries. The Chartall Business College BBA has eight first year and eight second-year subjects. The third year is made up of a research project and four or five subjects depending on the area of specialization (financial services, employee wellness, property practice or small business management/general). It varies from this BBA in that it takes three years whereas this one takes four years to complete. However, there are similarities in terms of focus on management and administration of people and the research project. There are also similarities in learning outcomes focusing on these areas.

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### **IMM Graduate School of Marketing**

The BBA in Marketing Management comprises compulsory modules and elective modules. The BBA in Marketing Management is offered at level 7 of the NQF (HEQF aligned) and consists of 400 credits. The BBA in Marketing Management can be completed within a minimum of three years of full-time study or within four years of part-time study. The qualification varies from this BBA in that it has a marketing focus whereas this one is a BBA in its original form. This qualification takes four years of full-time study with a total of 515 credits. There are similarities however in terms of business management, accounting and research components.

### **INTERNATIONAL COMPARABILITY**

Internationally, the Bachelor of Business Administration is compared with BBA's from the following:

#### **Southern Cross University (SCU) (Australia)**

SCU is a public university and received the Royal Assent on 9th November 1993. The University was established 1st January 1994 and is known for its progressive and innovative degree programmes. The SCU Bachelor of Business Administration is comparable in duration and in terms of mode of delivery: It is a three-year full-time (or equivalent part-time) course offered on-campus, by external mode or by a combination of both modes. The qualification mix also shows very significant similarities to this qualification. For example, Development of human resources, interpersonal communication, group work, dealing with conflict, staff development and training, industrial relations, organisational communication, staff selection and performance management, managing change, supervision and teamwork, workplace learning, human resource management, contemporary issues in accounting theory, management accounting, financial information for decision making, etc.

#### **European University (EU) (European Union):**

The EU is a cross-border European University recognised by the Ministry of Education, Culture and Science in The Netherlands, the Generalitat of Catalonia (Spain), the Ministry of Education, Portugal, and is United Nations Educational, Scientific and cultural Organisation (UNESCO) chair holder for entrepreneurship and international business management.

### **REVIEW PERIOD**

The programme is scheduled for review every 5 years.