


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

<b>SECTION A: QUALIFICATION DETAILS</b>											
<b>qualification developer (s)</b>			Imperial School of Business and Science								
<b>TITLE</b>	Certificate V in Business Management							<b>NCQF LEVEL</b>	V		
<b>FIELD</b>	Business, Commerce and Management Studies			<b>SUB-FIELD</b>	Business Management			<b>CREDIT VALUE</b>	120		
New Qualification					√	Review of Existing Qualification					
<b>SUB-FRAMEWORK</b>		General Education				TVET		√	Higher Education		
<b>QUALIFICATION TYPE</b>	Certificate	I	II	III	IV	V	√	Diploma	Bachelor		
	Bachelor Honours				Post Graduate Certificate				Post Graduate Diploma		
	Masters						Doctorate/ PhD				

**RATIONALE AND PURPOSE OF THE QUALIFICATION**

**RATIONALE:**

The field of Business Management is crucial in developing countries such as Botswana. The government's long-term strategy to create a SADC business hub will require trained Managers. Business leaders and managers are the core strength of every economy and this course will prepare the youth of Botswana to create, lead and start their own business entity. Human Resource Development Council (HRDC) has identified 12 key sectors of economy, which are derived from the national strategies and priorities such as the Economic Diversification Drive, Botswana. Business, Commerce and Management is an identified crucial field under the Finance and Business Services Sector which demonstrates the need of this qualification in the Botswana market (*BHRDS Fair and Career Clinics 2018. Pages 65 & 92-100.*).

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

Furthermore, the President of Botswana has recently unveiled an Economic Stimulus Programme (ESP) (*ESP Launch BOPA 2016, Daily News. <http://www.dailynews.gov.bw/news-details.php?nid=26093>*) a strategy for employment and Growth whose objective is to stimulate the economy for the coming years. This package focuses on certain industries in the country and one of the areas is in Business Management. Moreover, Citizen Entrepreneurial Development Agency (CEDA) (*CEDA | Finance Develop Sustain. <http://www.ceda.co.bw/objectives>*) encourages young entrepreneurial graduates to start up business ventures by providing financial aid and one of the main criteria for the applicants to avail the financial aid is a qualification in Business Management.


The stakeholder survey among the industrial and potential business personals in line with the need analysis of the qualification revealed the fact that this qualification is most needed in the current Botswana market. Besides, this qualification is very essential while the country is preparing for the transition from traditional agro-based economy to an industrial knowledge-based economy in order to be able to compete with the other countries in the world and to foster more employment scope to its citizens ([www.ibe.unesco.org/en/document/world-data-education-seventh-edition-2010-11.P.9](http://www.ibe.unesco.org/en/document/world-data-education-seventh-edition-2010-11.P.9)).

This Certificate qualification will provide the learners with a unique mix of practical focus on marketing, accounting, law and finance, and grounding in the fundamentals of management which could create numerous career opportunities in several business sectors as well as creating a breakthrough for the graduates to start their own business ventures.

**PURPOSE:**

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

- Communicate effectively with clients pertaining to business matters
- Use basic Computer skills to create business documents.
- Apply managerial skills to run an organization.
- Maintain day to day cash transactions using basic accounting skills
- Execute effective marketing strategies to promote services or products.
- Apply fundamental knowledge on the legal aspects for running a company.
- Establish a business

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

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

**Entry Requirements:**

Prospective learners will be admitted to Certificate V in Business Management Qualification on account of having satisfied the entry requirements for the level they apply for.

Entry Requirement to Certificate V in Business Management:


- Candidates who have successfully completed Certificate IV, NCQF Level 4

Applicants who do not meet the above criteria but possess relevant industry experience may be considered through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) policies for access. This is applicable with respect to the ETP's guidelines in aligned with BQA national policy.

*(Note: Please use Arial 11 font for completing the template)*

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


<b>SECTION B QUALIFICATION SPECIFICATION</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>	<b>ASSESSMENT CRITERIA</b>
<p>On successful completion of the Qualification, the learners shall be able to:</p> <ol style="list-style-type: none"> <li>1. Communicate effectively with national and international clients pertaining business matters.</li> </ol>	<p>Learners' ability to:</p> <ol style="list-style-type: none"> <li>1.1. Conduct effective presentations on business projects.</li> <li>1.2. Write comprehensive business-related documents.</li> </ol>
<ol style="list-style-type: none"> <li>2. Create business related documents using a computer.</li> </ol>	<ol style="list-style-type: none"> <li>2.1. Create word documents using a computer.</li> <li>2.2. Format documents using a computer.</li> <li>2.3. Save documents using computer applications for storing retrieving them easy.</li> <li>2.4. Create formulas using computer applications.</li> <li>2.5. Prepare presentation documents using Power Point applications.</li> </ol>
<ol style="list-style-type: none"> <li>3. Apply basic managerial skills in an organisation.</li> </ol>	<ol style="list-style-type: none"> <li>3.1. Explain the basic leadership skills required for a manager to achieve organisational goals.</li> <li>3.2. Identify the fundamental instruments to monitor managerial operations.</li> <li>3.3. Create positive working environments in an organisation.</li> </ol>
<ol style="list-style-type: none"> <li>4. Establish a business.</li> </ol>	<ol style="list-style-type: none"> <li>4.1. Analyse the market environment to launch a business project</li> <li>4.2. Determine the internal and internal factors to be considered for launching a business project.</li> <li>4.3. Use effective marketing strategies to promote services or products of a company.</li> <li>4.4.</li> </ol>

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

<p>5. Use basic accounting skills to monitor the day-to-day cash transactions in an organisation.</p>	<p>5.1. Record petty cash transactions for day-to-day operation of a business entity.</p> <p>5.2. Prepare a trial balance using the available data.</p>
<p>6. Apply the knowledge on the legal aspects to form a company.</p>	<p>6.1. Identify the basic documents required for the formation of a company.</p> <p>6.2. Identify the basic requirements for the preparation of an employment contract.</p> <p>6.3. Conduct a mock-interview for the recruitment of an administrative assistant.</p> <p>6.4. Execute the strategies for handling customer complaints.</p>

*(Note: Please use Arial 11 font for completing the template)*

<b>SECTION C</b>	<b>QUALIFICATION STRUCTURE</b>				
<b>COMPONENT</b>	<b>TITLE</b>	<b>Credits Per Relevant NCQF Level</b>			<b>Total</b> <i>(Per Subject/ Course/ Module/ Units)</i>
		<b>Level [ 4 ]</b>	<b>Level [ 5 ]</b>	<b>Level [ 6 ]</b>	<b>120</b>
<b>FUNDAMENTAL COMPONENT</b> <i>Subjects/ Courses/ Modules/Units</i>	Introduction to Business Communication	<b>10 credits</b>			
	Introduction to Computer Applications	<b>10 credits</b>			
<b>CORE COMPONENT</b> <i>Subjects/Courses/ Modules/Units</i>	Introduction to Business		<b>12 credits</b>		
	Introduction to Accounting		<b>12 credits</b>		
	Human Resource Management			<b>14 credits</b>	
	Principles of Marketing		<b>12 credits</b>		
	Small Business and Entrepreneurship		<b>12 credits</b>		
	Business Law-Botswana		<b>12 credits</b>		
	Introduction to Quantitative Methods			<b>14 credits</b>	
	Principles of Management		<b>12 credits</b>		

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

<b>ELECTIVE/ OPTIONAL COMPONENT</b>  <i>Subjects/Courses/ Modules/Units</i>	(N/A)				
	(N/A)				

*(Note: Please use Arial 11 font for completing the template)*



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

<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>4</b>	<b>20</b>
<b>5</b>	<b>72</b>
<b>6</b>	<b>28</b>
<b>TOTAL CREDITS</b>	<b>120</b>
<b>Rules of Combination:</b> <b>(Please Indicate combinations for the different constituent components of the qualification)</b>	
<p>The modules are aligned in a sequence of Fundamentals and cores. The fundamental modules are posed at level-4 and having a total of 20 credits. On completion of the fundamental modules, students will be progressed towards the core modules which are placed at level-5 (72 credits) and level-6 (28 credits). The total credit value of the qualification is 120 credits.</p>	

*(Note: Please use Arial 11 font for completing the template)*

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

**ASSESSMENT ARRANGEMENTS**

**Formative Exams:**

75% of weightage from the formative examinations will be contributed to the final examination to complete the qualification.

**Summative (Final Exams):**

Final examination will contribute 25 % to the Final Mark. A weighted aggregate score of 50% across the Continuous Assessments including the final examination and a minimum 50% in the Final examination are the requirements to Pass a module.

**MODERATION ARRANGEMENTS**

There will be internal and external moderations for the qualification. Assessors and moderators must be BQA registered and accredited. Both internal and external moderation will be done in line with the moderation policy of the ETP.

**RECOGNITION OF PRIOR LEARNING**


**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. Candidates will be awarded the qualification with the exemption of their accumulated credits.

**CREDIT ACCUMULATION AND TRANSFER**

The credits accumulated may be transferred and recognized for the purposes of the award of the qualification

**PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**

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

### Vertical Pathways

Students who have completed their Certificate V in Business Management could progress into,

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

### Horizontal Pathways

Students who are pursuing their Certificate V in Business Management could also progress into

1. Certificate V in Management
2. Certificate V in Business Administration

### Employment Pathway:

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

1. Assistant Business Administrator
2. Assistant Supervisor
3. Assistant Manager
4. Self-employed.

### **QUALIFICATION AWARD AND CERTIFICATION**

After passing all modules in the qualification and obtaining 120 credits, the student can successfully be awarded a certificate in the qualification Certificate in V Business Management.

### **REGIONAL AND INTERNATIONAL COMPARABILITY**

Certificate in Business Management Qualification was benchmarked with similar qualifications Higher Certificate in Supervisory Management offered regionally by University of South Africa (UNISA), South Africa and similar program Graduate Certificate in International Business Management offered Internationally by Cambrian College, Sudbury, Canada. The content covered and the duration of the qualification is easily comparable with other similar qualifications.

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

**Institutions on comparison:**

1. University of South Africa (UNISA), South Africa
2. Cambrian College, Sudbury, Canada

**Summary:**

**Similarities:**

- Learning outcomes / Units of the comparable qualifications are almost similar. All of them equip learners with a range of fundamental knowledge and skills in management principles, theories and applications.
- 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 other qualifications.

**REVIEW PERIOD**

The Qualification will be reviewed thoroughly every 5 years.

*(Note: Please use Arial 11 font for completing the template)*