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

SECTION A: QUALIFICATION DETAILS														
QUALIFICATION DEVELOPER (S)		Gaborone University College of Law and Professional Studies												
TITLE	Certificate V in Banking and Finance										NCQF LEVEL	5		
FIELD	Business, Commerce and Management Studies			SUB-FIELD		Banking and Finance			CREDIT VALUE	132				
New Qualification						✓		Review of Existing Qualification						
SUB-FRAMEWORK		General Education					TVET		✓		Higher Education			
QUALIFICATION TYPE	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														
<p>RATIONALE: The economy of Botswana has always relied heavily on mining. On the 9th of October 2015 at an event where Botswana was celebrating its 49th Anniversary, the former President of Botswana Ian Khama stated that while inflation had been kept under control, growth had been less than expected and that this was in part due to downturns elsewhere in the world that have had a negative impact on mineral revenues, particularly diamonds, but also commodities such as copper. As a result of this financial and political leaders have been speaking of the need to diversify the economy and reduce Botswana's dependence on mining. In a speech made by Allan Ramsay President of AAT (Association of Accounting Technicians which is in association with the Botswana Institute of Chartered Accountants -BICA), ahead of the AAT Botswana Achievement Award on 9 October 2015, he postulated that finance skills will play a key role in driving the diversification of the economy of Botswana.</p>														

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In line with this, a document by HRDC Botswana titled Priority skills and employment trends on page 2, Table 3 titled Forecasts for Botswana's Top Occupations in Demand, Finance professional are listed among Botswana's Top Occupations in Demand. Therefore, there is need for the development of certificate in Banking and Finance qualification which will diversify the economy of Botswana and other countries across the globe. The qualification intends to provide the knowledge, skills and competences needed by finance professionals in different industries and to bring about the much-needed diversity in the Botswana Economy.


PURPOSE: The purpose of this qualification is to produce graduates who have the skills, knowledge and competences to:

- Apply a basic range of cognitive and practical financial management principles to solve problems in financial sector.
- Communicate effectively through various forms of communication in the business environment.
- Identify, prevent, and solve basic finance related risks in different economic sectors.
- Apply basic financial principles and functions in the financial business environment.
- Control and monitor operations for banks and different sectors of economies.
- Demonstrate basic technical knowledge of banking and finance concepts.
- Investigate and resolve finance related issues.
- Demonstrate understanding in banking and financial operations.


ENTRY REQUIREMENTS (including access and inclusion)

- Certificate IV NCQF Level 4 (TVET or General Education) OR equivalent
- There shall be provision of access through RPL and CAT in line with the National RPL Policy.


SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Apply management principles and functions in the business environment.	1.1 Describe the principles, concepts and functions of management. 1.2 Coordinate financial resources in the organization.

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	1.3 Appraise human resource functions and processes in the business environment!
2. Demonstrate the ability to apply basic financial management skills in order to cost-effectively manage the functions within an organization.	2.1 Identify and utilise financial resources in order to meet business objectives. 2.2 Establish cost controls for project expenditures. 2.3 Use financial management skills when quantifying costs associated with all the resources required to execute tasks and projects.
3. Conduct basic market research to determine market requirements for existing and future products.	3.1 coordinate all marketing, advertising and promotional staff and activities. 3.2 Determine and manage the marketing budget. 3.3 Develop and implement marketing plans and projects for new and existing products. 3.4 Collaborate with other banking professionals to ensure high-quality client service.
4. Demonstrate ability to ensure client satisfaction through determining their needs, discussing their financial requirements, resolving issues quickly and successfully as well as providing financial advice, when necessary.	4.1 Sign on new clients and help them through the on boarding process. 4.2 Managing client bank accounts, including opening and closing accounts, and overseeing transactions. 4.3 Process deposits, payments, and withdrawals for clients. 4.4 Authorise overdrafts and loans for individuals and businesses. 4.5 Handle complaints and queries from clients in order to maintain good relations.


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	<p>4.6 Explain and recommend banking services and products to clients based on their needs.</p> <p>4.7 Present banking services and products to existing and prospective clients.</p>
<p>5. Demonstrate ability to report on market trends, advice the bank on economic decisions and to develop econometric models for forecasting as well as to distil complex economic data to non-technical audiences, requiring excellent communicative ability.</p>	<p>5.1 Study market trends and historical data.</p> <p>5.2 Advise the business on important economic decisions.</p> <p>5.3 Study the economic impact of laws and regulations on the business.</p> <p>5.4 Identify statistical models for economic forecasting.</p> <p>5.5 Communicate data in the form of presentations, technical reports and non-technical reports.</p>
<p>6. Apply understanding of fundamentals of business law in the banking environment.</p>	<p>6.1 Ensure compliance with regulatory framework governing financial institutions.</p> <p>6.2 Identify abstract and unpredictable risks and threats associated with lack of compliance with the regulatory framework.</p> <p>6.3 Create awareness of business law issues that are relevant to the financial sectors.</p> <p>6.4 recommend solutions and proven methods to risks and threats associated with</p>
<p>7. Demonstrate competence in the finance management.</p>	<p>7.1 Appraise both the internal and the external business environment.</p> <p>7.2 Use technical entrepreneurial knowledge in the formation of a small security management business.</p>

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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]	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Business Communication	10			10
	Introduction to Information Technology	10			10
	Principles of business Management	10			10
	Principles of Accounting	10			10
	Financial Accounting	10			10
	Economics for bankers	10			10
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Business Law	12			10
	Commercial Practice	12			10
	Business Mathematics and Statistics	12			10
	Financial Management	12			12

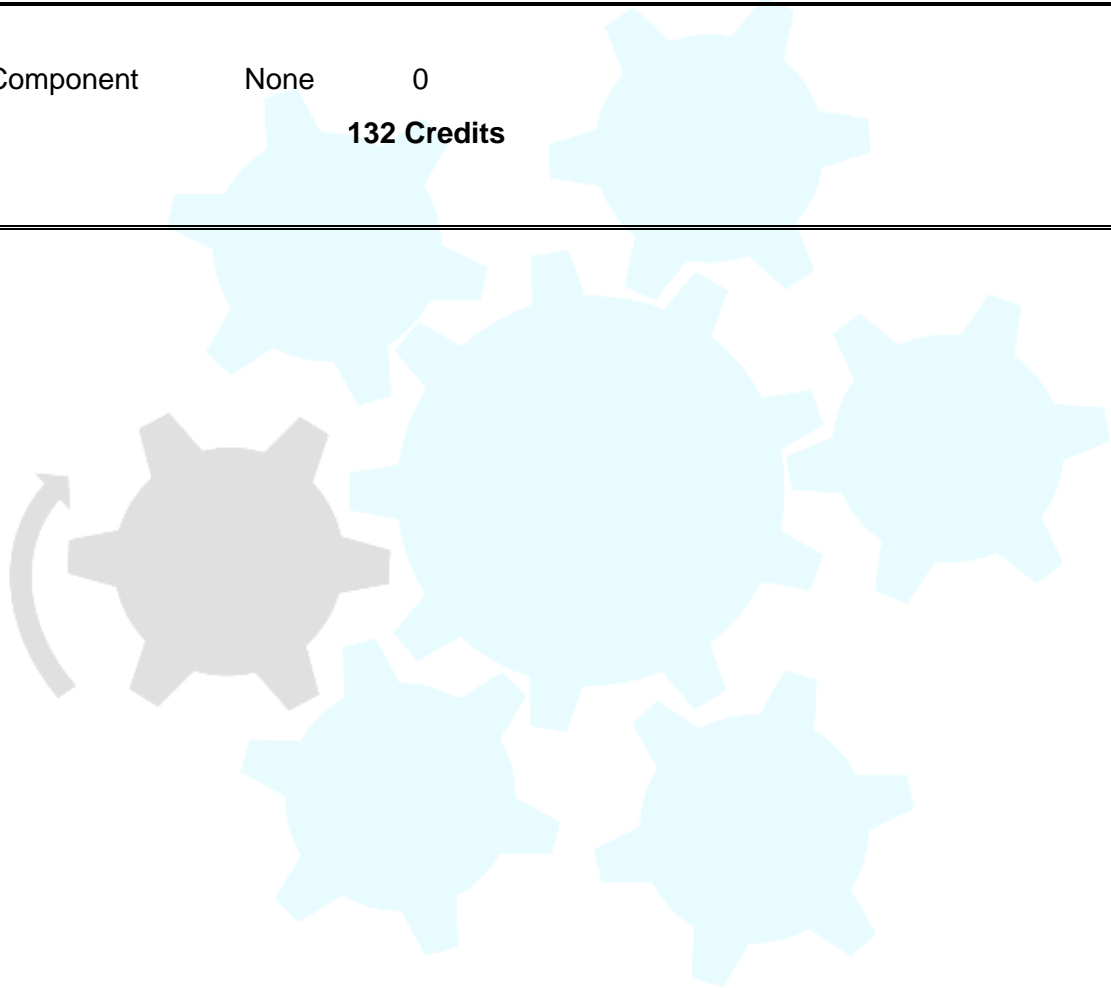
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	Marketing of Banking Services	12			12
	Fundamentals of Banking and Finance	12			12
	Total				132
ELECTIVE/ OPTIONAL COMPONENT Subjects/Courses/ Modules/Units	NONE				

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
5	132
6	0
TOTAL CREDITS	132
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
Fundamentals Components: Level 5 60 Credits	
Core components: Level 5 72 Credits	

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Electives Component	None	0
Total		132 Credits



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ASSESSMENT ARRANGEMENTS

Assessment

All assessments leading to the awarding of this qualification will be based on learning outcomes associated with the following assessment criteria;

1. Formative assessment

The weighting of formative assessment is 30% of the final assessment mark.

2. Summative Assessment

The weighting of summative assessment is 70% of the final mark

Assessment arrangements will be done by BQA registered and accredited assessors and moderators.

MODERATION ARRANGEMENTS

There shall be provision for internal and external moderation done by BQA registered and accredited Moderators.

RECOGNITION OF PRIOR LEARNING

There will be provision of RPL for award of the qualification through the use of ETP RPL Policy in line with the National RPL Policy

CREDIT ACCUMULATION AND TRANSFER

CAT will be considered in this qualification for the purposes of exemption


PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

EDUCATIONAL PATHWAYS

HORIZONTAL PATHWAYS

- Certificate V in Accounting
- Certificate V in Financial Accounting
- Certificate V in Financial Management

VERTICAL PATHWAYS

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- Diploma in Banking and Finance
- Diploma in Accounting
- Diploma in Financial Management

EMPLOYMENT PATHWAYS

- Credit and Risk Assistant Manager
- Financial Analyst
- Investment Analyst
- Marketing and Sales Executive
- Personal Financial Advisor
- Risk Analyst
- Securities Analyst
- Treasurer
- Stock Analyst
- Market Analyst

QUALIFICATION AWARD AND CERTIFICATION


Upon successful attainment of 132 credits of this qualification, the candidate will be awarded a qualification of Certificate V in banking and finance:

A Certificate V in Banking and Finance shall be issued to the candidate upon meeting the above-mentioned conditions.

REGIONAL AND INTERNATIONAL COMPARABILITY

Similarities

The proposed Certificate in Banking and Finance compares well with that of Damelin (South Africa) National Certificate, Gweru Polytechnic (Zimbabwe)-Certificate in Banking and Finance and Keystone Academy (China)- Certificate in Financial Management. The above-mentioned qualifications share similar modules with the proposed Certificate in Banking and Finance. Examples of similar modules are as follows:

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are Business Communication, Introduction to Information Technology, Principles of business Management, Principles of Business Law, Commercial Practice, Business Mathematics and Statistics, Marketing of Banking Services and Fundamentals and Finance. Though some of these modules' titles differ in terms of terminology, their content is basically the same. In Damelin (South Africa): Certificate in Banking and Finance, Marketing and banking services is not exactly spelled out in the same terminology. The level exit outcome is more or less the same as that of the proposed qualification. Business Communication in Gweru Polytechnic (Zimbabwe): Banking and Finance is titled Basic Communication whilst in Keystone Academy (China): Certificate in Banking and Finance it is put as a learning outcome which states that the learner should be able to communicate financial data to effectively support business leadership. Business law is titled Legislative and regulatory requirements and their impact in Damelin (South Africa) National Certificate in Banking whilst in Gweru Polytechnic it is called Introduction to Law. These modules may have different titles, but the content is similar. The minimum credits for both the proposed title and Damelin South Africa: National certificate in Banking are 120. In terms of duration, Damelin (South Africa) - Certificate in Banking and Gweru Polytechnic (Zimbabwe)-Certificate in Banking and Finance have a duration of 12 months which is similar to that of the proposed qualification. This therefore shows that the proposed qualification has a lot of similarities with other qualifications which shows that the qualification compares well with other qualifications registered internationally.


Differences

In terms of differences, the proposed qualification has a module called economics for bankers which other qualifications do not have. This module is relevant to anyone studying banking and finance that's why it was included in the proposed qualification. In terms of duration, the proposed qualification Keystone Academy (China) - Certificate in Financial Analytics has a duration of 1 semester whilst the proposed qualification is 12 months.

The above similarities therefore are an indication that the proposed qualification compares well with the other qualifications since the modules are more or less the same. The highlighted differences are an indication that the proposed qualification is better than the other qualifications since it has incorporated Economics, which is a very vital component to banking and finance.

REVIEW PERIOD

The qualification will be reviewed every 5 years

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