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

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)		ABM University College											
TITLE	Certificate V in Non-Profit Sector Management										NCQF LEVEL	5	
FIELD	Business, Commerce, and Management Studies				SUB-FIELD	Non-Profit Sector Management				CREDIT VALUE	1 2 0		
New Qualification						<input checked="" type="checkbox"/>	Review of Existing Qualification						
SUB-FRAMEWORK		General Education				<input type="checkbox"/>	TVET			<input checked="" type="checkbox"/>	Higher Education		
QUALIFICATION TYPE	Certificate	I	II	III	IV	V	<input checked="" type="checkbox"/>	Diplo ma	Bachelor				
	Bachelor Honours			Post Graduate Certificate				Post Graduate Diploma					
	Masters					Doctorate/ PhD							
RATIONALE AND PURPOSE OF THE QUALIFICATION													
<p>The HRDC 2015/16 - needs analysis report has indicated that there is demand for capacity building in the Non- profit Sector Management. This is also supported by National Development Plan XI (NDP 11), which is mainly concerned with proper management and administration of non- profit organizations, as well as their relevance in the economy. To cement what the policies indicated above, the ETP did training needs survey in 2017 which pointed out that no profit certificate course was highly needed in the business environment of today for businesses running or those intending to run non-profit entities.</p>													

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PURPOSE:


The qualification will produce graduates with broad technical knowledge, skills, and competences to be able to:

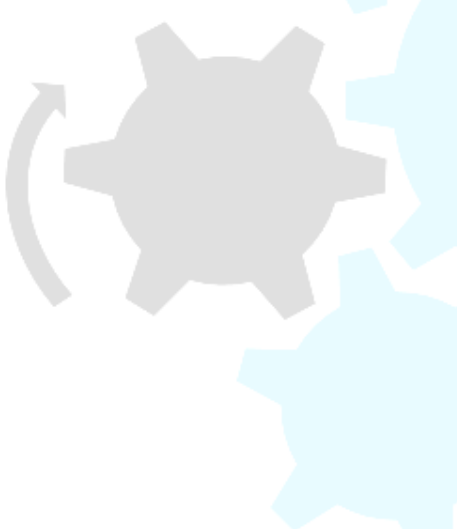
- Demonstrate leadership, management, teamwork, strategic planning, marketing, and problem-solving skills.
- Apply principles of budgeting in the management of finances for the non-profit sector organisations.
- Communicate effectively with all stakeholders.


ENTRY REQUIREMENTS (including access and inclusion)

Prospective learners will be admitted to this qualification based on successful attainment of a minimum of any one of the following qualifications:

1. NCQF Level 4 or equivalent.
2. Candidates who do not meet the first requirement may be considered through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer(CAT) routes in accordance with institutional and national policies on RPL and CAT.

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SECTION B		QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
3.1 Demonstrate knowledge in the roles, management, fundraising and budgeting of Non-Governmental Organisations, NGOs. 		3.1.1 Demonstrate knowledge on the roles and perspective of corporate social responsibilities of NGOs. 3.1.2 Identify and build relationships with donors to support NGOs. 3.1.3 Perform basic management functions and roles in a business setting. 3.1.4 Prepare budgets for NGOs to ensure adequate financing. 3.1.5 Prepare books of accounts for NGOs. 3.1.6 Perform cost/benefits analysis for NGOs. 3.1.7 Prepare financial reports including qualitative and quantitative reports to the relevant stakeholders.	
3.2 Demonstrate knowledge in developing business plans and strategic plans for NGOs		3.2.1 Formulate business plans for NGOs. 3.2.2 Develop strategic plans for a NGOs. 3.2.3 Prepare office administration plans for NGOs. 3.2.4 Prepare research plans for prospective donors and supporters (e.g., volunteers).	
3.2 Demonstrate knowledge in office administration and project management.		3.3.1 Prepare financial plans for NGOs. 3.3.2 Operate record keeping and billing in the non-profit sector.	

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	<p>3.3.3 Apply personnel administration knowledge in the day to day running of an NGO.</p> <p>3.3.4 Manage facilities and logistics for an NGO.</p>
3.4 Demonstrate competencies in professional communication.	<p>3.4.1 Demonstrate good verbal communication skills.</p> <p>3.4.2 Communicate effectively in writing.</p> <p>3.4.3 Prepare grant proposals for donors.</p>
3.5 Demonstrate knowledge on policy development and implementation, hence governance.	<p>3.5.1 Implement government policies relevant for NGOs.</p> <p>3.5.2 Develop new policies to enhance performance and sustainability of NGOs.</p> <p>3.5.3 Campaign for reviewing of the existing government policies to align them with the needs of NGOs.</p>
3.6 Demonstrate requisite skills and attitudes for teamwork and a sense of collective responsibility and accountability for achievement of team goals and objectives.	<p>3.6.1 Demonstrate good team work ethics.</p> <p>3.6.2 Assist and encourage other team members.</p> <p>3.6.3 Interact appropriately with people from diverse social, cultural, and ethnic backgrounds and with varying abilities and needs.</p> <p>3.6.4 Utilise strengths of team members to enhance organisation's performance.</p> <p>3.6.5 Initiate improvements in team performance.</p> <p>3.6.6 Coordinate tasks to support and promote work outputs.</p> <p>3.6.7 Manage conflicts in the workplace proficiently.</p>

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<p>3.7 Demonstrate marketing, planning, and problem-solving skills within a strategic set up of the non - profit entities</p>	<p>3.7.1 Design marketing programs for non -profit entities.</p> <p>3.7.2 Develop and implement organisational plans to run the entity.</p> <p>3.7.3 Solve non- profit organizational challenges amicably, professionally.</p> <p>3.7.4 Drive the non -profit entity towards the strategic orientation</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	12			12
	Information communication technology	12			12
	Office Administration	12			12
	Finance for Non-Profit Organisations	12			12
	Leadership in Non -Profit organisation	12			12
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Project management	12			12
	Governance of nonprofit organizations	12			12
	Sustainable development.	12			12
	Team Building	12			12
	Business law and Ethics	12			12

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	Credit Value
5	120
TOTAL CREDITS	120
Rules of Combination: (Please Indicate combinations for the different constituent components of the qualification)	
<p>The qualification is worth a total of 120 credits, inclusive of 60 credits for Core modules 60 credits for Fundamentals and 0 credits for Electives.</p>	

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ASSESSMENT ARRANGEMENTS

Formative Assessment

This form of assessment will constitute 60% of the student's final grade.

Summative Assessment

This form of assessment will constitute 40% of the student's final grade.

All assessment processes shall be conducted by assessors who are registered and accredited by Botswana Qualifications Authority.

MODERATION ARRANGEMENTS

All assessments will be moderated to ensure a desired quality of assessment.


All moderation processes shall be conducted by moderators who are registered and accredited by Botswana Qualifications Authority.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be considered for the award of Certificate V in Non-Profit Sector Management qualification, in accordance with institutional and national policies on RPL.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation and Transfer (CAT) will be considered for the award of credits towards Certificate V in Non-Profit Sector Management qualification in line with institutional and national policies on CAT.

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PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning Pathways

Horizontal progression:

Upon completion of the qualification, the graduate may enrol for a Certificate in Leadership, Finance Business Management and Marketing (NQF level 5)

Vertical Progression

Upon completion, the candidates may proceed to enrol for a Diploma in Non-Profit Sectors Management and other related qualifications at NQF level 6.

Employment Pathways

The holder is ready to pursue the following career/ occupational opportunities in the non-Profit sector;

- Administrative officer.
- NGOs Marketing Officer.
- Project Officer.
- Community Relations Officer.


QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

To be awarded Certificate V in Non-Profit Sectors Management, a learner is required to achieve a total of 120 credits, inclusive of fundamental and core components.

Certification

Candidates meeting prescribed requirements will be issued with a certificate for the qualification Certificate V in Non-profit Sector Management.

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REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification compares well with similar international and global qualifications. The only difference is that elsewhere the qualification is offered in block releases while the proposed qualification is a fulltime spreading into 2 semesters or part time comprising of 4 semesters. It has been particularly found to be relevant and suitably comparable to similar or near-similar qualifications offered by the following organizations:

1. Nashville Academy 125 credits (South Africa) www.neshville.com
2. Seton Hall University 130 credits (www.shu.com) and
3. University of California 120 credits (www.universitycalifornia.edu)

All the above-mentioned institutions have put emphasis on the following areas at certificate level

- Sustainable development,
- Communication.
- Project management,
- Business Law and Ethics

REVIEW PERIOD

The qualification will be reviewed every 5 years or as and when necessary.