

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION								SECTION A	
QUALIFICATION DEVELOPER		Botho University							
TITLE		Certificate IV in New Venture Creation				NCQF LEVEL		4	
FIELD		Business. Commerce and Management studies		SUB-FIELD		Entrepreneurship			
New qualification		√		Review of existing qualification					
SUB-FRAMEWORK		General Education		TVET		√		Higher Education	
QUALIFICATION TYPE		Certificate		√		Diploma		Bachelor	
		Bachelor Honours				Master		Doctor	
CREDIT VALUE							60		
RATIONALE AND PURPOSE OF THE QUALIFICATION									
<p>Rationale for the qualification</p> <p>Certificate in New Venture Creation seeks to empower learners through provision of knowledge, skills and attitudes to achieve entrepreneurial success in various settings. It focuses on the individual's acumen to realise opportunity, assess risk and apply necessary skills to transform innovative ideas into viable and sustainable ventures. It provides learners with the mindset that supports creativity and innovation required for transformation of ideas into business ventures that create value and wealth for the owners and the nation at large. This qualification, therefore, responds to the relatively high levels of unemployment in the economy especially among the youth as well as constraints in job creation and the quest to inculcate the spirit of entrepreneurship to drive economic growth. One of the main reasons advanced as constraints to individuals establishing their own ventures is the lack of knowledge on transforming an idea into a successful venture. Most aspiring entrepreneurs lack the ability to analyse opportunities, assess risk, develop and implement a business plan in order to get their ventures established. The Certificate in New Venture Creation, therefore, seeks to fill this vacuum in the continuum from idea generation to venture creation. This qualification will also be attractive and beneficial to current owners of small, micro and medium sized enterprises with no formal qualification. Botswana articulated its vision and aspiration to become an informed and educated nation through Vision 2016. These</p>									

aspirations are further underscored by Vision 2036) and the Botswana Education and Training Sector Strategic Plan 2015-2020 (ETSSP) which seek to catapult Botswana from being resource dependent to a more diversified and knowledge-based economy. The ETSSP further seeks to enhance and strengthen the match between academic qualifications and the labour market needs as well as aligning education outputs to future skills required by the economy. In addition, the ETSSP underscores the need for creation of a fine balance between academic pursuits and technical and vocational training (TVET) as well as addressing the perception that TVET is less prestigious. The qualification, therefore, seeks to equip learners with entrepreneurial skills to identify and exploit business opportunities which will in turn create employment opportunities for the growing labour force and reduce the high level of unemployment which stands at 18.2% in 2017 (Statistics Botswana).

According to the National Development Plan 11, critical issues which include diversification of the economy from over reliance on diamonds, employment creation, reduction of government spending on importing commodities and the increase in exports were not fully addressed by National Development Plan 10. It is for this apparent rationale that a qualification which focuses on new venture creation is vital as it will lead to the creation of ventures that will produce goods locally leading to reduction of the import bill. In addition, entrepreneurship has been highlighted as the main field under occupations in high demand by the Human Resource Development Council hence the qualification is well positioned to fill this gap in the occupation market. Further, the specifications of the Human Resource Development Council under entrepreneurship include intrapreneurs, innovators and incubators which by and large fall under the auspices of the New Venture Creation qualification.

The first pillar under Vision 2036 stipulates that “Botswana will be a high-income country, with an export-led economy underpinned by diversified, inclusive and sustainable growth driven by high levels of productivity”. It is, therefore, evident that the New Venture Creation qualification is aligned with this pillar as it seeks to cultivate an entrepreneurial spirit by equipping learners with the necessary skills needed to become successful entrepreneurs and to grow and manage business start-ups as well as contributing to expanding the export base.

A market survey was carried to establish the relevance and demand for the proposed qualification. The market survey elicited positive responses on the need and relevance of the qualification to develop and support entrepreneurship.

Purpose of the qualification

The purpose of this qualification is to nurture and develop skills and knowledge to produce entrepreneurs who will:

- identify, evaluate, and exploit business opportunities to grow and expand sustainable businesses which will contribute to the creation of sustainable job opportunities for the growing labour force in the domestic, regional and international economies.
- contribute to innovation, economic growth, economic diversification including diversification of the export base in line with the aspirations of the nation espoused in Vision 2036 and NDP11.
- find solutions to some of the challenges facing the economy.
- play a pivotal role in contributing to economic growth and diversification through the entrepreneurial spirit which will be inculcated through the qualification.

ENTRY REQUIREMENTS (including access and inclusion)

Minimum entry requirement for this qualification is a:

Certificate III, NCQF level 3 (General Education or TVET) or equivalent.

Recognition of Prior Learning (RPL):

There will be access through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) in accordance with the RPL and CAT National Policies.

QUALIFICATION SPECIFICATION	SECTION B
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>1. Demonstrate knowledge of practical skills to identify, select, screen, create and manage innovative sustainable new ventures in line with business principles and techniques.</p>	<p>1.1 Demonstrate ability to scan the business environment, identify and evaluate business opportunities for viability and pursue them.</p> <p>1.2 Demonstrate ability to become successful entrepreneurs capable of contributing to creation of employment opportunities, economic diversification, import substitution, economic growth.</p> <p>1.3 1.3 Exhibit problem solving abilities as they relate to the establishment and operation of new business ventures.</p> <p>1.4 Demonstrate an understanding of the importance of a paradigm shift from a job-seeking attitude to a business opportunity seeking attitude.</p> <p>1.5 Apply problem solving techniques and principles in the context of a business start-up and operational contexts.</p>
<p>2. Exhibit an understanding of the entrepreneurial process and the traits of successful entrepreneurs and emulate them to establish successful business operations which will create sustainable job opportunities for the growing labour force</p>	<p>2.1. Demonstrate an understanding of the potential, abilities, expectations to facilitate self-development and transformation to become a successful entrepreneur.</p> <p>2.2. Display an understanding of being an effective team member as well as management of group dynamics in the context of an entrepreneurial process.</p> <p>2.3. Exhibit knowledge of networking principles and techniques and use them to start and grow their business entities.</p> <p>2.4 Appreciate own capabilities and limitations and commit to continuous self -development</p>
<p>3. Display an understanding of the multifaceted and dynamic nature of entrepreneurship including</p>	<p>3.1. Demonstrate the attainment of entrepreneurial traits which constitute self-</p>

<p>leadership, management and financing options of new ventures</p>	<p>knowledge, being innovative and ability to set personal goals.</p> <p>3.2. Exhibit capability to mobilise resources for a new venture including financing, marketing as well as assessing profitability of a new venture.</p> <p>3.3. Identify possible opportunities and threats within the operating environment for future business decision making in support of business development and growth.</p> <p>3.4. Demonstrate an understanding of business competitiveness issues and position the business entity to withstand competition and continue a sustainable business growth path.</p>
<p>4. Demonstrate capability to independently develop a business plan, acquire funding, operate and manage a successful new business entity as well as expanding existing ones</p>	<p>4.1. Develop a business plan for the new venture utilising strategic planning principles and techniques.</p> <p>4.2. Use Financial management techniques to ensure an efficient and effective management of the business venture.</p> <p>4.3. Use Human resources management techniques for setting up and managing a productive and motivated workforce in the venture.</p> <p>4.4. Use sound administrative principles and procedures to foster an efficient administrative function as well as keeping proper records of the venture.</p>
<p>5. Demonstrate the ability to plan, collect, analyse, organise, evaluate and use all pertinent information in managing a business venture</p>	<p>5.1. Demonstrate knowledge of the application of management principles in improving business effectiveness and efficiency.</p> <p>5.2 Apply leadership and management principles and techniques in the quest to enhance business performance.</p> <p>5.3 Display best practice in securing funding as well as financial management of the new venture</p>

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QUALIFICATION STRUCTURE							
			SECTION C				
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits				
	N/A						
CORE COMPONENT Subjects / Units / Modules /Courses	Introduction to Entrepreneurship and Innovation	4	10				
	Venture Opportunity	4	10				
	Business Models	4	10				
	Resources	4	10				
	Business Plan	4	20				
ELECTIVE COMPONENT Subjects / Units / Modules /Courses	None						
TOTAL			60				
Rules of combinations, Credit distribution (where applicable):							
<p>The qualification is made up of compulsory unit standards which constitute 60 credits (and they must all be achieved. There are no elective components for this qualification. All modules must be achieved for learners to be awarded the qualification.</p> <p>Credit Distribution:</p> <table border="1"> <thead> <tr> <th>Level of Credits</th> <th>Credits</th> </tr> </thead> <tbody> <tr> <td>Level 4</td> <td>60</td> </tr> </tbody> </table>				Level of Credits	Credits	Level 4	60
Level of Credits	Credits						
Level 4	60						

ASSESSMENT & MODERATION ARRANGEMENTS	
<p>ASSESSMENT ARRANGEMENTS</p> <p>Formative assessment:</p> <p>The contribution of formative assessment to the final grade shall be 60%.</p> <p>Summative assessment:</p> <p>Learners shall undergo assessment including written and practical and simulated projects. The final examination for each course contributes 40% of the final mark for that course.</p> <p>MODERATION ARRANGEMENTS</p> <p>Internal and external moderators to be engaged will be BQA accredited subject specialists in relevant fields with relevant industry experience and academic qualifications. Both internal and external moderation shall be done in accordance with applicable policies and regulations.</p>	
RECOGNITION OF PRIOR LEARNING (if applicable)	
<p>There shall be provision for award of the qualification through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) in accordance with institutional Policies in line with the National RPL and CAT Policy.</p>	
PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)	
<p>Learning Pathway:</p> <p>Vertical:</p> <p>Graduates from this qualification can pursue further studies by:</p> <ul style="list-style-type: none"> • Certificate V in Business Management • Certificate V in New Venture Creation • Certificate V in Small Business Management. <p>Horizontal:</p> <p>Graduates from this qualification can pursue:</p> <p>Certificate IV in Business Management</p>	

Certificate IV in Small Business Management.

Diagonal:

Graduates from this qualification can pursue:

- Certificate IV in Sales
- Certificate IV in Public Relations
- Certificate IV in Business Management
- Certificate IV in Marketing
- Certificate IV in Project Management
- Certificate in Construction Management.

Employment Pathway:

After completing the Certificate in New Venture Creation, learners are expected to be:

- Entrepreneurs
- Sales Agents

QUALIFICATION AWARD AND CERTIFICATION

For a Candidate to achieve this qualification they must have acquired a minimum of **60** credits. The Candidate should pass all the **CORE** modules.

Certification

A **Certificate IV in New Venture Creation** will be awarded to a Candidate upon completion of the qualification in accordance with applicable policies. A certificate and transcript will be issued at award.

REGIONAL AND INTERNATIONAL COMPARABILITY

This qualification was compared with various universities offering similar qualifications. The following learning institutions and their qualifications were taken for comparisons:

- **Regional:** Ubuntu Business School, South Africa and 'The Open Window' in South Africa offering Certificate in New Venture Creation at NCQF Level 4 and the two institutions are accredited by Sector Education and Training Authority
- **International:** Australian Skills Development Institute

Summary

Ubuntu Business School

Similarities:

The following modules are by and large like the ones offered by Ubuntu Business School, Innovation and Creativity, Financing a new Venture. The other modules offered by Ubuntu Business School such as Business Ethics, Marketing, Business Operations, their content is embedded in the Venture Opportunity and Resources modules. The proposed qualification and the one offered by Ubuntu Business School are offered over a six months period.

Differences:

In terms of differentiating factors, the business plan development which is offered as an output of the proposed qualification is the major differentiating factor and an important output of the proposed qualification. Graduates from the proposed qualification will have a completed a business plan which they could readily use to source financing and ultimately establish a business entity. The credit weightage for Ubuntu Business School is higher at 138 against 60 credits of proposed qualification. However, the differential in content is not significant.

The Open Window Institute

Similarities:

The following modules are by and large similar to the ones offered by the Open Window Institute even though the content for some of the modules may be embedded in some of the other modules: Understanding Entrepreneurship, Innovative Thinking, Preparing a Business Plan and Manage Finance in a New Venture are similar to the modules offered under the proposed by qualification with differences in nomenclature. The other modules offered by the Open Window Institute are more foundational skills that in the context of the education system in Botswana would have been covered during Secondary education such as reading and writing skills. In the proposed qualification and the one offered by The Open Window Institute; the final output of the learning process culminates with the development of a business plan. This outcome provides graduates from the learnership with a workable business plan which they could readily use to secure funding from potential financiers.

Differences:

The differences between the qualifications offered by the Open Window Institute and the proposed one are on business language, Reading Skills and Business Writing Skills. The credit weightage for The Open Window Institute qualification is higher at 149 against 60 of the proposed one. The other difference is on the duration of the qualification. The proposed qualification runs over 6 months while the one offered by The Open Window Institute runs over one year and this is primarily due to the foundational skills modules.

Australian Skills Development Institute

Similarities:

The modules offered by the Australian Skills Development Institute are by and large like the ones to be offered through the proposed qualification in terms of the embedded content though the unit standard names differ. The following modules offered by the Australian Skills Development Institute: Entrepreneurship and Entrepreneur Knowledge and Skills, Idea generation and Opportunity Assessment, Development of Business Model, Entrepreneurship and Entrepreneurship opportunity, Financing a New Venture, Project Sourcing and Monitoring Financial and other Resources for New Ventures are by and large similar to the ones offered under the proposed qualification even though the module names or Unit Standards names differ. The embedded content is by and large similar. The output of the learnership for the two institutions is a business plan which the learners can use to source funding and establish the business.

Differences:

One noticeable differential between the qualifications is that The Australian Skills Development Institute offers a unit standard that focuses on small business management while the proposed qualification's content is embedded in other unit standards. The other difference is on the unit standard that focuses on the Establishment of a New Venture Founding Team which includes entrepreneurs and other permanent and non-permanent members from other businesses as part of the entrepreneurial leadership. By and large, the differential in content is not major.

REVIEW PERIOD

The qualification will be reviewed every 5 Years