BQA NCQF QUALIFICATION TEMPLATE

SECTION A:	QUALIFICATION DETAILS																	
QUALIFICATION DEVELOPER (S)	Botswana Accountancy College																	
TITLE	Certificate V in Applied Business Computing											**NCQF LEVEL**	5					
STRANDS (where applicable)	*1.* *2.* *3.* N/A *4.*																	
FIELD	Information and Communication Technology			**SUB-FIELD**	Information Technology							**CREDIT VALUE**	125					
New Qualification			✓									*Legacy 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

RATIONALE:

HRDC Priority Skills 2023/2024 articulates future skills for the country. Field 14: Science and Technology, projects the need for network engineers, covering computer science/computer engineering. Field 12: Information Technology also focuses on software engineering. These pointers by HRDC influence the strategy of organisations going forward. These are clearly articulated at various levels of Certificate, Diploma, and Degree. This qualification is developed guided by the research findings by HRDC fused with advanced technology to produce hands-on graduates who can answer to the needs of business, solution provision, research, and provision to influence strategy

through applied business computing. If the guiding pointers by HRDC on skill development focus areas are not addressed, the country may fail to remain competitive in the face of globalization as the world races towards nanotechnology and rare skills.

Modern enterprises grow to become more digitally complex, corporations spreading out globally, and competition becoming fiercer, it is essential for businesses to seek information and stay competitive to improve the bottom line. There is need to train in areas such as security of business system, business system analysis, business application integration, and application design.

In recent surveys of the local business sector, there have been growing focus on ICT as part of the business value additions.[4] Consequently, the ICT field is being given more attention at strategy and planning level [1]. However, there have been concerns about the level and type of skills availability in the local market to drive effective applications of applied business computing. The human resource development needs in the areas of Information Technology and Science & Technology, has provided evidence of need for skilled expertise in applied business computing.

PURPOSE: (itemise exit level outcomes)

The purpose of the Certificate V in Applied Business Computing is to produce graduates with broad technical knowledge, skills, and competencies to be able to*:*

1. Explain to stakeholders the role played by computers in business to justify and qualify purchase.
2. Identify components for building a computer system to serve customers well.
3. Analyse business data and derive meaning out of it.
4. Apply knowledge of computer application packages in the execution of business processes.
5. Demonstrate professionalism while on duty to uphold the values and integrity of an organisation.
6. Critically evaluate business challenges and solve them.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

a. Certificate IV, NCQF Level 4 or equivalent.
b. Applicants who did not meet the minimum entry requirements with NCQF level 4 will be considered for entry through Recognition of Prior Learning (RPL) and CAT (Credit Accumulation and Transfer) and as per institution RPL policy and CAT policy.

SECTION B	QUALIFICATION SPECIFICATION
GRADUATE PROFILE (LEARNING OUTCOMES)	***ASSESSMENT CRITERIA***
1. Apply practical knowledge in using hardware and software to solve business problems.	1.1 Assembly computer hardware components to build a standing computer machine. 1.2 Install software on assembled computer hardware to produce a working computer system. 1.3 Use computer software packages (Excel, Word, PowerPoint, Publisher, Access) to calculate, design, manage, and present business solutions. 1.4 Use problem solving techniques to conquer business problems. 1.5 Conduct research to improve knowledge to solve new business problems.
2. Apply appropriate tools that match specific business environments and business situations.	2.1 Use appropriate techniques to solve problems beforehand. 2.2 Demonstrate professional conduct to maintain ethics in IT practice. 2.3 Manage social and legal risks using Information Technology.
3. Demonstrate professionalism to efficiently manage business operations.	3.1 Adhere to ethics and code of professional conduct in IT practice. 3.2 Comply with economic, social, legal frameworks to prevent the misuse of information technology.

	3.3 Manage time to meet deadlines. 3.4 Communicate effectively using ICT.
4. Apply approved and standard methodologies to devise solutions to business problems.	4.1 Evaluate business solutions against evolving trends and take advantage of Artificial Intelligence. 4.2 Implement decision support systems to manage independent/collective decisions about situations beforehand. 4.3 Develop solutions to business problems using software development lifecycles. 4.4 Interpret business-to-business, B2B and business - to- consumer, B2C operations in e-commerce applications. 4.5 Use statistical inferences to craft business strategies. 4.6 Use websites to enhance own business skills.

SECTION C	***QUALIFICATION STRUCTURE***				
COMPONENT	***TITLE***	***Credits Per Relevant NCQF Level***			***Total Credits***
		Level [ ]	***Level [ ]***	***Level [ ]***	
FUNDAMENTAL COMPONENT *Subjects/ Courses/ Modules/Units*	Communications and Study skills	5			10
	Ethics and Professional Conduct	5			10
CORE COMPONENT *Subjects/Courses/ Modules/Units*	Systems Development	5			15
	Business Packages	5			15
	Introduction to Programming	5			15
	Computer related Mathematics and Statistics	5			15
	Web and Multimedia Development	5			15
	Computer Technology	5			15
	Electronic Commerce	5			15

STRANDS/ SPECIALIZATION	*Subjects/ Courses/ Modules/Units*	***Credits Per Relevant NCQF Level***			***Total Credits***
		Level [ ]	***Level [ ]***	***Level [ ]***	
1.					
2.					
Electives					

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	***Credit Value***
Level 5	125
TOTAL CREDITS	**125**
Rules of Combination: ***(Please Indicate combinations for the different constituent components of the qualification)***	
In terms of credit distribution for the level a total of 125 credits must be accumulated, at NCQF Level 5 towards the award the qualification.	

ASSESSMENT ARRANGEMENTS
Formative assessments shall contribute 60%, while summative assessments shall contribute 40% towards the final grading of the qualification. All assessments will be carried out by assessors registered with Botswana Qualifications Authority or any relevant and recognised body.
MODERATION ARRANGEMENTS
There is provision internal and external moderation on all assessments. Moderation of assessments will be carried out by moderators registered with Botswana Qualifications Authority or any relevant and recognised body.
RECOGNITION OF PRIOR LEARNING
There will be a provision for award of credits towards the qualification through RPL.
CREDIT ACCUMULATION AND TRANSFER
Candidates may submit evidence of credits accumulated in related qualifications to be credited towards the qualification.
PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)
Vertical pathways Upon completion of the qualification graduates can progress into Diploma in Applied Business Computing. **Horizontal Pathways** Learners can articulate horizontally into: • Certificate in Business Intelligence and Data Analytics. • Certificate in Information and Communications Technology. **Employment pathways** Upon completion, graduates can attain jobs in various computing and business disciplines beginning at entry level point for the positions. They could venture into industry as entrepreneurs, • Data capture Clerks

- Data Specialists
- Computer Packages Specialists
- Junior developers
- General IT Practitioners.

QUALIFICATION AWARD AND CERTIFICATION

To be awarded **Certificate V in Applied Business Computing** the candidate must have attained a minimum of 125 credits. An award of Certificate V in Applied Business Computing will be made when all requirements have been met.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

Certificate in Applied Business Computing was compared internationally with Certificate in Business Computing from Kent University.

Title: The titles of the two qualifications are similar as they both deal with business computing.

Learner exit outcomes: The learner exit outcomes of the two qualifications are similar as focus areas of the modules are the same, and this is programming, computer packages, and .NET platform.

Duration: Both qualifications are offered on a one-year duration.

Differences

Modules The proposed qualification has mathematics and Kent University one has no mathematics. The proposed qualification also offers soft skills and Kent University qualification does not. The Kent university also has a project which is not available in the proposed qualification.

Assessment Weightings: The proposed qualification has a 60:40 for formative and summative assessment respectively, against a

40:60 for formative and summative assessment respectively.

Credits: The proposed qualification has a total of 125 credits against 120 credits for the Kent University qualification.

Regionally, the qualification was compared with Higher Certificate in Business Computing, South Africa.

Similarities

Titles: Both qualification titles are similar as they are focusing on applied business computing.

Learner exit outcomes: the learner exit outcomes are similar on the business competences, however, the proposed qualification has a focus on development and ethics making it more robust.

Duration: Both qualifications are covered within a one-year duration.

Modules: Both qualifications cover soft skills, computer packages.

Differences

Credits: The proposed qualification has a total of 125 credits against 132 credits of the Higher Certificate in Business Computing.

Summary.

Overall, the qualification compares well with the two qualifications benchmarked within terms of the duration, content and articulation.

REVIEW PERIOD

The qualification shall be renewed every 5 years.

For Official Use Only:

CODE (ID)			
REGISTRATION STATUS	**BQA DECISION NO.**	**REGISTRATION START DATE**	**REGISTRATION END DATE**
LAST DATE FOR ENROLMENT		**LAST DATE FOR ACHIEVEMENT**	
REVISION DATE:		**NAME OF PROFESSIONAL BODIES/REGULATORY**	