

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)				Botswana Institute of Banking and Finance									
TITLE		Post-Graduate Certificate in Banking and Financial Services						NCQF LEVEL		8			
STRANDS (where applicable)		N/A											
FIELD		Business, Commerce and Management Studies						CREDIT VALUE		70			
SUB FIELD		Finance											
New Qualification		✓		Legacy Qualification				Renewal Qualification					
								Registration Code					
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			
<p>RATIONALE AND PURPOSE OF THE QUALIFICATION</p> <p>RATIONALE:</p> <p>Financial system is the heart of any economy, if it stops working then the economy will collapse. Banks and central banks play a pivotal role in ensuring that modern monetary economies function soundly. The 2008-09 Global Financial Crisis was a powerful reminder of how important it is to understand their functioning and operations.</p> <p>The Banking Industry in Botswana has been small and very competitive. This industry has experienced rapid growth in the recent past spurred by the growth of economic base especially the tourism and hospitality sector. The industry is undergoing a radical change driven mainly by new competition from Financial Technologies due to disintermediation, changing business models, and</p>													

compliance pressures, and disruptions arising from fintech on one hand and unconventional industries coming on board. These challenges call for capacity building and reorganization and agility for players to survive in the banking and sector in particular and the financial industry in general. As a result, the growth of banking and financial services in the Botswana economy has created a unique demand of a highly specialized human capital capable of understanding these complexities.

The development of the Qualification is partly drawn from the challenges cited and also from national policy documents such as Vision 2036 and the National Development Plan (NDP11) which addresses issues of sustainable economic development and social development national agendas. Additionally, different studies concur on the importance of a robust banking sector for any economy to thrive. Such studies support the need for continuous skill development in the field of banking and finance.

Further justification for the proposed qualification, is derived from the Human Resource Development Council (HRDC) research on Top Occupations in High Demand in Botswana (2016). The research shines a spotlight on the business and financial services sub-sector as one of the sectors with opportunity for skills development due to the identified shortage of adequate skills in the Botswana labour market. The report highlighted a skills gap in key areas such as Investment analysts, financial planners, financial research analysts, stock market analyst and financial risk managers. Moreover, the Human Resource Development Council- Priority Skills and Employment Trends identified the need for financial/insurance managers, financial planning, financial analyst and asset managers as top occupations needing attention from education providers.

Furthermore, the needs assessment conducted by way of polling from existing database of stakeholders ie commercial banks employees, central Bank and students revealed the need for this qualification and its relevance to the economy, with 100% of the respondents validating the need for this Qualification. This is more so because the banking industry heavily relies of graduates with generic degree qualifications that lack a banking environment context. The survey involved relevant stakeholder in the banking and financial services sector including commercial banks such as ABSA Bank, First National Bank, Standard Chartered Bank and Botswana Savings Bank, as well as organizations for development financing such as Citizen Entrepreneurial Development Agency and National Development Bank. Other engagements were conducted with nonbanking institutions such as insurance companies, asset management companies, pension funds and micro-lenders. These engagements highlighted relevant skills that graduate of this Qualification should possess as listed below:

- Ethical principles, professional values and integrity.

- business acumen and interest.
- ability to manage deadlines.
- digital literacy.
- teamworking ability.
- communication and interpersonal skills.
- proficiency in IT.
- numerical skills
- eye for detail
- time management and organisational skills
- communication skills
- resilience and adaptability
- leadership skills
- intellectual skills
- deep grounded professional technical skills

The stakeholders engaged were enthusiastic of a new qualification at the postgraduate level with the potential to bridge the knowledge and skills gap of the personnel in the financial services industry from the middle level to the strategic level. The Postgraduate Certificate in Banking and Financial Services qualification is unique and not replicated by any other ETP in Botswana.

Moreover, the letter of support provided by the Bank of Botswana, some commercial banks and the Botswana Institute of Chartered Accountants (BICA) being the regulatory bodies justifies the need to develop the postgraduate certificate in banking and financial services qualification. The banking industry gave its commitment to mobilise its workforce to undertake the new qualification developed by Botswana Institute of Banking and Finance being the mandated and preferred trainer for banking professionals.

PURPOSE: (itemise exit level outcomes)

The purpose of this qualification is to produce graduates with highly specialized knowledge, skills and competence to:

1. Develop strategies to reduce financial risk associated with trading and operating in the banking and financial business environment.
2. Synthesize theory and practice to assess the interaction of finance and technology in various finance business contexts.

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3. Conduct basic research to identify and solve complex business problems related to banking and finance and contribute to the advancement of the Banking and Finance profession.
4. Evaluate technical and procedural applications to manage functions and processes within the broader field of Banking and Finance.
5. Review relevant financial technology (fintech) to investigate interfaces, limitations, consequences, costs and risks to a financial entity.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

- Bachelor Degree, NCQF Level 7 in Banking and finance and related disciplines or other related professional qualifications
- Other relevant (RPL) routes and CAT will be considered.

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SECTION B	
QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>1 Apply specialised knowledge and techniques to conduct banking operations and employ global banking regulations and ethical behaviour in the financial services industry.</p>	<p>1.1 Interpret the global implications of systemic financial regulatory failure given the interdependencies of the global economy and the banking sector</p> <p>1.2 Review the legal environment governing the financial services industry globally</p> <p>1.3 Recommend appropriate professional and ethical values to a specified business entity</p> <p>1.4 Evaluate banking and bank management practices in relation to local/international practice and standards.</p>
<p>2 Analyse accounting information from annual reports using performance matrix and benchmarks applied in the banking Industry.</p>	<p>2.1 Apply accounting information contained in company annual reports using IFRS and GAAP.</p> <p>2.2 Interpret a company's financial statements for their effectiveness, relevance, and vulnerabilities.</p> <p>2.3 Analyse the impact of certain financial statement choices on the company's key financial ratios.</p> <p>2.4 Anticipate and detect deteriorating cash flow quality from a financial statement analysis of a business entity</p> <p>2.5 Critically evaluate for fitness of purpose, creative accounting techniques used by companies in the banking sector.</p>
<p>3. Use industry relevant concepts and models to assess and implement banking risk management.</p>	<p>3.1 Analyse the economic roles and structure of banks in different economies.</p>

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	<p>3.2 Evaluate the different types of risks that banks face and devise measures and mitigations to effectively address identified risks.</p> <p>3.3 Determine and apply different risk models to identified risk environments.</p> <p>3.4 Assess the role of international credit rating agencies as it relates to the banking.</p>
<p>4. Analyse a wide range of major strategic financial situations in order to make informed and effective strategic decisions for a dynamic business environment.</p>	<p>4.1 Develop a strategic short-term plan and optimize capital management for a business</p> <p>4.2 Critically examine long-term financing and valuing equities, capital cost, and structure for a specified business entity.</p> <p>4.3 Recognize the time-value of money, risk, and reward to the organisation</p> <p>4.4 Evaluate the decision-making process for raising and allocating capital and determine capital investment decision making strategies</p>
<p>5: Explore the future of data driven finance within the scope of financial technology to a retail banking or finance entity.</p>	<p>5.1 Analyse organizational structures and management processes to recommend improvements to organizational performance through financial technology solutions.</p> <p>5.2 Appraise the social dimensions of technology use in the banking industry.</p> <p>5.3 Assess and select technologies that underpin fintech business models focusing on blockchain technology, artificial intelligence (AI), machine learning, and other big data functions like robotic processing automation (RPA) suitable to the banking industry.</p> <p>5.4 Evaluate and report on potential cost savings to financial institutions seeking to streamline service delivery by using technology.</p>

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<p>6: Develop strategies for combating cyber-crimes, occupational fraud and reducing opportunities for money laundering and terrorism financing to promote resilience in the in the finance industry.</p>	<p>6.1 Critically analyse and apply the legal and regulatory framework of the Botswana AML/ATF regime in from a business and national context.</p> <p>6.2 Evaluate the extent the FIA Act affects bank operations and reduces risk for money laundering and terrorism financing in the banking industry.</p> <p>6.3 Evaluate the extent the NBFIRA Act affects non-banking financial operations and reduces risk for money laundering and terrorism financing in the non-banking financial industry.</p> <p>6.4 Critically examine the overarching sanctions regimes applicable to countries for vulnerability to money laundering and terrorism financing to manage risks to the national economy.</p> <p>6.5 Develop comprehensive strategies to identify and mitigate occupational fraud risks in the workplace.</p>
<p>7: Conduct basic research in an applied aspect of banking and finance, critically analysing, evaluating and reporting the findings to appropriate depth.</p>	<p>7.1 Develop and present a substantive piece of research in an applied and emerging aspect of banking or finance.</p> <p>7.2 Critically review literature and other appropriate contextual sources pertinent to the issue, theme, subject or applied problem as identified within the proposal submission.</p> <p>7.3 Critically analyse data and write a report-based findings, drawing conclusions and recommendations for policy making in the banking or finance sector.</p>

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SECTION C		QUALIFICATION STRUCTURE			
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level [8]	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units					
CORE COMPONENT Subjects/Courses/ Modules/Units	Banking and Financial Management			10	10
	Advanced Financial Statement Analysis			10	10
	AML/CTFP			10	10
	Risk Management in Banking			10	10

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	Financial Technologies & Applications			10	10
	Banking Practices			10	10
	Banking Research Project			10	10
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits
		Level []	Level []	Level []	
1.					
2.					

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Electives					

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SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
8	70
TOTAL CREDITS	70

Rules of Combination:

(Please Indicate combinations for the different constituent components of the qualification)

There are seven core modules. All modules are compulsory. The credits distributed across the qualification gives a total credit of 70.

The modules are not a prerequisite of each other and may be arranged and offered in any sequence flexibly.

There are no electives.

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ASSESSMENT ARRANGEMENTS

All assessments which are leading to the award of the qualification will be based on learning outcomes and associated assessment criteria. Assessment will be conducted by Assessors who have been registered with Botswana Qualifications Authority (BQA). The assessment focuses on both formative and summative assessment strategies.

The assessments will be flexible as follows:

I. Formative assessment

This will be aligned to the learning outcomes. Formative assessment or continuous assessments include tests, class discussions, role presentations and assignments. These forms of assessment will contribute to **40%** of the final grade.

II. Summative assessment

This takes the form of final examinations written at the end of the semester. These forms of assessment will contribute to **60%** of the final grade.

Other appropriate assessment strategies will depend on ETP's approved assessment policies.

MODERATION ARRANGEMENTS

Assessments will be internally and externally moderated by persons qualified in banking and finance or cognate field preferably with a Master's degree.

Moderation will be done in line with ETP moderation policies.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be applicable for award of part or whole credits towards the qualification.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation and Transfer (CAT) will be applicable for award of part or whole credits towards the qualification.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Upon successful completion of the qualification, learners can progress vertically by going into a post graduate diploma qualification in the same field. They can also apply for admission and exemptions in the relevant professional bodies such as chartered banker and BICA.

Vertical Pathways

The qualification articulates vertically onto the following NCQF Level 8 qualifications:

- Post Graduate Diploma in Banking
- Post Graduate Diploma in Finance
- Post Graduate Diploma in Risk Management
- Post Graduate Diploma in Insurance

The qualification articulates horizontally onto the following NCQF Level 8 qualifications

Horizontal Articulation:

- Postgraduate Diploma in Accounting
- Postgraduate Diploma in Enterprise Risk Management
- Postgraduate Diploma in Financial Management

Employment Pathways

With this qualification graduates will have requisite competences and attributes to work as:

- Treasury Analyst
- Financial Analysts
- Financial Planner
- Financial advisor
- Asset management
- Market Analyst.
- Bank Fund Managers.
- Investment Analyst.
- Risk Analyst
- Portfolio Manager

QUALIFICATION AWARD AND CERTIFICATION

The minimum condition for award of Post Graduate Certificate in Banking and Finance is 70 Credits

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

1. Postgraduate Diploma in Banking - Milpark Education (South Africa)

i). Similarities

- Like the Postgraduate Diploma in Banking qualification, the developed qualification will equip the learner with the skills necessary to function in various management or specialist positions in the banking and financial services sector as they share the similar learning outcomes and employment pathways. Both qualifications share an equal duration of one year.
- The developed qualification shares some common learning modules to the postgraduate diploma in banking qualification, which helped with the benchmarking process in terms of the skills, knowledge and competencies required in the banking and financial services sector at postgraduate level.
- The postgraduate certificate in banking and financial services qualification is at the same NQF level 8 as the postgraduate diploma in banking qualification.
- The whole structure of the postgraduate diploma in banking Qualification is similar to the developed Qualification in many respects. Both qualifications are based on similar and equivalent level descriptors. Both qualifications are organised into credit bearing modules. The modules and the learning outcomes are similar in many respects. For example, both qualifications have modules covering bank risk management, banking and financial management, finance technologies and a research project.
- Another advantageous similarity is the banking project in both qualifications. This is intended to expose graduates to dealing with practical issues facing the banking and financial sector and hence add unique value to the Qualification and the graduate profile.

ii). Differences

- The main difference is that the proposed qualification is at postgraduate certificate level with a total credit value of 70 credits. The duration of Milpark qualification is one year distance learning while it will take 8 months to complete the proposed qualification full-time. The other difference is represented by the proposed qualification not having strands or electives.

- The postgraduate certificate in banking and financial services qualification and the postgraduate diploma in banking qualification (Milpark) also differ slightly in credit weighting, 70 credits to 125 credits respectively and scope of content coverage indicates more breath for the postgraduate diploma in banking qualification.
- The title of the developed qualification is “Postgraduate Certificate in Banking and Financial Services” compared to the title “Postgraduate Diploma in Banking” which, does not have a financial services component in its title, although it also covers some key financial modules such as “Financial Services Technology and Financial Reporting and Analysis, and Corporate Finance”
- All the modules in the postgraduate certificate in banking and financial services are core and compulsory, whereas the postgraduate diploma in banking qualification has some elective modules.
- Unlike the postgraduate diploma in banking qualification, the developed qualification also covers AML, which is a critical concern in the banking and financial services sector required to address the ever-increasing challenges and risks presented by the ever increasing illicit financial flows in and between organisations.

2. Postgraduate Certificate in Banking - University of London (UK)

i). Similarities

- This qualification is pitched at QCF Level 7, which is equivalent to NCQF level 8 and like the postgraduate certificate in banking and financial services, it is also intended to provide skills, knowledge and competency in banking at post graduate level.
- The structure of this Qualification is similar to the proposed Qualification in aspects such as exit level outcomes and employment pathways. Both qualifications are organised into credit bearing modules.
- The level of the two qualifications have the same admission criterion where eligible candidates are required to have a minimum of a bachelor degree at NQF level 7 in a related field. Modules and the leaning outcomes are also similar in depth and breadth.
- Both qualifications cover common learning areas such as banking financial management and

ii). Differences:

- The duration of the proposed qualification is 8 months fulltime compared to 1 year fulltime for the London university qualification. The main difference between the two qualifications is an extra module added and the banking project in the proposed qualification. This project is aimed at strengthening the proposed qualification by exposing graduates to practical issues in the industry.
- Learners are required to do only two elective modules in the postgraduate certificate in banking whereas they are required to do all the nine modules in the developed qualification.
- The postgraduate certificate in banking has a total of 60 credits from only two (2) of the six (6) elective modules while the postgraduate certificate in financial services has a total of 70 credits from seven (7) modules, all compulsory.
- The difference is also noted in the titles of the qualifications even though both qualifications are addressing similar skills and knowledge. Unlike the benchmark qualification, the developed qualification has a financial services component to the title to ensure a deliberate effort to balance the banking components and the generic financial concepts and skills in the proposed qualification.
- The 30 credit rating per module in the postgraduate certificate indicates that that qualification addresses specific learning areas in more breadth and depth than the developed programme with credit rating of 10 credits per module that focuses more on a broader field of knowledge to develop well-rounded learners who can easily adapt to a banking or financial services workplace.
- The developed qualification covers AML and research methodologies that are not covered in the postgraduate certificate in banking qualification. This gives the developed qualification an edge over the benchmarked qualification as it broadens the scope of knowledge for the learners

REVIEW PERIOD

5 years

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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	

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