

## BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS													
<b>QUALIFICATION DEVELOPER (S)</b>				Botswana Open University									
<b>TITLE</b>		Diploma in Business Innovation and Venture Creation						<b>NCQF LEVEL</b>		6			
<b>STRANDS (where applicable)</b>		1. N/A 2. 3. 4.											
<b>FIELD</b>		Business, Commerce and Management Studies		<b>SUB-FIELD</b>		Management Studies		<b>CREDIT VALUE</b>		240			
New Qualification				√		Legacy Qualification							
<b>SUB-FRAMEWORK</b>		General Education				TVET		Higher Education		√			
<b>QUALIFICATION TYPE</b>		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:**

The Diploma in Business innovation and Venture Creation qualification aims to equip learners with capabilities to solve business problems, manage new and or existing business ventures through applying business innovation principles and strategies. This qualification further provides guidance on how to apply business creativity and innovation concepts to enhance the effectiveness and efficiency of business operations, so giving their organization a competitive advantage. Graduates from this qualification are equipped with applicable skills that enable them to pursue management positions in the governmental, private, or social service sectors. This qualification aligns with the National Entrepreneurship Policy of Botswana-2019, which clearly stipulated that there is need for stakeholders to foster an atmosphere of creativity and innovation to facilitate the emergence of opportunity-driven and small and medium-sized enterprise (SMME) entrepreneurs. The national Entrepreneurship Policy further has shown that SMMEs in Botswana are lagging behind on issues of innovation and technology transfer. Therefore, recommended that Business Education is key in enhancing creativity, competitiveness and productivity of SMMEs in Botswana. Hence this qualification is developed. Research has also shown that business innovation, creativity and entrepreneurial skills which will be acquired through this qualification have been identified as top priority skills of 2023/2024 by the Human Resource Development Council of Botswana. It is anticipated that this qualification will help to foster an innovative and creative mindset among prospective and current company managers or owners who may build long-lasting ventures to diversify the economy and lower unemployment and poverty.

#### ***PURPOSE: (itemise exit level outcomes)***

The purpose of this qualification is to equip graduates with advanced knowledge, skills, and competencies to:

1. Identify innovative business opportunities for new or an existing venture.
2. Lead innovation initiatives, drive organizational change, and create competitive value for the business.

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3. Develop innovative business models and implement effective growth strategies to drive business success.
4. Apply best practices in solving business problems and fostering innovation culture in a business enterprise.
5. Interpret and analyse basic financial statements to make informed business decision.
6. Start and efficiently operate an innovative business venture.

### **MINIMUM ENTRY REQUIREMENTS (including access and inclusion)**

Applicants should have the following:

1. Certificate IV, NCQF level 4 or equivalent.
2. Recognition of Prior Learning and Credit Accumulation and Transfer will be considered for entry according to ETP policies aligned to BQA policies.

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<b>SECTION B</b>		<b>QUALIFICATION SPECIFICATION</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>		<b>ASSESSMENT CRITERIA</b>	
1. Apply leadership skills and competencies to generate drive, innovation, and creative thinking in the workplace.		1.1 Lead a team to enhance the innovative potential of the business.  1.2 Create personal innovation leadership plan.	

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	<p>1.3 Lead and develop an innovative mind-set among employees.</p> <p>1.4 Apply appropriate leadership style to improve team performance in the organisation.</p> <p>1.5 Identify and apply effective management and leadership strategies.</p> <p>1.6 Build and lead teams that foster creativity and collaboration.</p> <p>1.7 Apply best practices in leading teams, leading change and developing new leaders.</p> <p>1.8 Identify and solve emerging obstacles to effective leadership in their business.</p> <p>1.9 Work collaboratively with others in an effective manner to evaluate innovation attributes and diffusion strategies.</p>
<p>2. Implement key practices required to foster and manage innovation in a small business.</p>	<p>2.1 Identify innovation trends and business opportunities within the market.</p> <p>2.2 Diagnose different innovation challenges and make recommendations to the management for resolving them.</p> <p>2.3 Create patents, trademarks and copyright to protect innovation within an organisation.</p> <p>2.4 Identify, plan and manage innovation initiatives as an on-going process at each stage of business development life cycle.</p> <p>2.5 Apply techniques for strategic planning and creative thinking to a variety of business situations.</p> <p>2.6 Develop, strategize, and plan new interventions that will drive innovation.</p>

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	<p>2.7 Identify strategies in using technology and innovation to position the business in the competitive arena.</p> <p>2.8 Measure and report on the success of innovation initiatives in a small business.</p> <p>2.9 Advise management on yearly, medium-term, long-term, and future innovation goals.</p> <p>2.10 Develop and test innovative solutions that meet customer needs and expectations</p>
<p>3. Promote a culture of innovation and continuous improvement within the organization.</p>	<p>3.1 Apply techniques to foster a culture of creativity and innovation.</p> <p>3.2 Create the behaviours and incentives that foster innovation in your organization.</p> <p>3.3 Identify any possible opposition to innovation inside the organization.</p> <p>3.4 Conduct trainings on how to handle behaviours that drive or sabotage innovation in the workplace.</p> <p>3.5 Create strategies to mitigate employee resistance to innovation.</p> <p>3.6 Utilise appropriate frameworks that contribute to effective innovation and those that can help to encourage innovative behaviours.</p> <p>3.7 Identify appropriate strategies to facilitate organizational change.</p> <p>3.8 Plan for change, manage change and overcome barriers.</p> <p>3.9 Develop a continuous learning culture in work teams.</p> <p>3.10 Conduct organisational and environmental analysis to identify drivers and opportunities for change.</p>

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	<p>3.11 Utilise data to monitor change management in businesses.</p> <p>3.12 Evaluate ways to improve the organisation's innovative capacity</p>
<p>4. Develop a competitive business model and align business strategy of an organisation with its business model and strategic objectives.</p>	<p>4.1 Set SMART goals that align with company mission and vision and are within its key performance indicators.</p> <p>4.2 Reflect and evaluate the success of the strategy implementation.</p> <p>4.3 Formulate and decide upon the best strategy for a business.</p> <p>4.4 Assess the feasibility of business strategies that have been formulated by using relevant analytical tools.</p> <p>4.5 Evaluate strategies that the business can use to reach global business markets.</p> <p>4.6 Develop and validate a business idea (value proposition for business model)</p> <p>4.7 Evaluate the resources required for implementing the designed concept and business model.</p> <p>4.8 Develop and justify a fully researched business plan for a new venture.</p> <p>4.9 Create and validate a feasible business model.</p> <p>4.10 Evaluate cash budgets models.</p>

<p>5. Create a viable and feasible analysis for new venture</p>	<p>5.1 Assess personal readiness for entrepreneurship.</p> <p>5.2 Identify opportunities for starting a new business (venture) and developing an existing one.</p> <p>5.3 Articulate a new business idea through an 'elevator pitch' to investors.</p> <p>5.4 Carry out a comprehensive market research and analysis on viability of a new business.</p> <p>5.5 Assess the market potential for a new venture, including customer need, competitors, and industry attractiveness.</p> <p>5.6 Articulate the value proposition of an entrepreneurial venture.</p> <p>5.7 Analyse how certain fundamental social, cultural, and environmental elements affect the establishment of a new businesses and the marketplace.</p> <p>5.8 Identify and evaluate resources required to launch and manage a business.</p> <p>5.9 Analyse the milestones and related challenges in developing a new venture.</p> <p>5.10 Analyse the financial needs of a business in the start-up phase.</p> <p>5.11 Apply ethical decision-making in entrepreneurial enterprises.</p> <p>5.12 Develop and implement a code of ethics to promote good ethical practices in a new business.</p> <p>5.13 Register a business and apply for trading licence in relevant local authorities.</p>
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	5.14 Develop a business proposal with supporting documentation.
6. Evaluate contractual processes and manage tenders efficiently in a business enterprise.	<p>6.1 Apply contract management processes adequately.</p> <p>6.2 Prepare Service level agreements.</p> <p>6.3 Clarify bid conditions and management of the tender preparation.</p> <p>6.4 Calculate the budget needed to prepare the tender.</p> <p>6.5 Develop compelling and persuasive bid content.</p> <p>6.6 Create a tender checklist.</p> <p>6.7 Prepare and issue tender documents.</p> <p>6.8 Issue contracts to bidding winners.</p> <p>6.9 Select suppliers for tendering preparation.</p> <p>6.10 Adjudicate a tender.</p> <p>6.11 Formulate comprehensive and convincing funding proposals.</p> <p>6.12 Develop and submit a winning tender.</p> <p>6.13 Manage contract performance.</p> <p>6.14 Negotiate contractual terms, commercial transactions and ensure compliance with the Botswana laws.</p>



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<p>7. Plan and manage growth of an existing and new business venture.</p>	<p>7.1 Identify and classify appropriate enablers that would support the growth of a new venture.</p> <p>7.2 Plan the future growth of a viable entrepreneurial business idea.</p> <p>7.3 Build and manage fast-moving working teams to plan for growth of the business.</p> <p>7.4 Develop growth strategies for SME business.</p> <p>7.5 Identify and evaluate the opportunities and constraining factors for growth of new ventures / small businesses.</p> <p>7.6 Identify customer and market dynamics for business growth which are relevant to the organisation.</p> <p>7.7 Implement customer relationship programme to build retention and relationship for the future.</p> <p>7.8 Develop a market entry strategy to maximise opportunities globally.</p> <p>7.9 Analyse the current competitive landscape of the business across the market.</p> <p>7.10 Prepare strategic recommendations to the management on how to develop and grow their business.</p> <p>7.11 Create a structure that enables the organisation to deliver objectives efficiently and effectively</p>
<p>8. Apply evidence-based business approaches in responding to social needs of stakeholders in the entrepreneurial ecosystem.</p>	<p>8.1 Generate social entrepreneurial ideas.</p>

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	<p>8.2 Identify and assess social issues, understanding their root causes, and exploring innovative solutions.</p> <p>8.3 Analyse the social implications of entrepreneurial activities and their benefits.</p> <p>8.4 Create case studies to demonstrate the value of social enterprise.</p> <p>8.5 Craft a compelling brand for a social enterprise.</p> <p>8.6 Analyse and measure a social enterprise's social impact, assess the results, and share the impact with stakeholders.</p> <p>8.7 Evaluate different funding models and strategies for social enterprises.</p> <p>8.8 Apply management principles in running a social enterprise.</p> <p>8.9 Write proposals, business plans, and reports for social enterprise projects.</p>
<p>9. Apply employability etiquette standards and emotional intelligence practices required in the workplace.</p>	<p>9.1 Develop a personal skill audit.</p> <p>9.2 Formulate a personal elevator pitch.</p> <p>9.3 Develop guidelines and standards for office and business etiquette.</p> <p>9.4 Identify customer needs and respond to them in a professional manner.</p> <p>9.5 Create a career development plan.</p> <p>9.6 Respond professionally to constructive criticism in the workplace.</p> <p>9.7 Motivate employees to build relationships with other people in the workplace.</p>

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	9.8 Develop presentations best practices for professional online behavior while using various social media platforms in the workplace.
10. Apply concepts, principles, and rules of taxation of individuals and small businesses.	<p>10.1 Establish the nature and purpose of taxation.</p> <p>10.2 Interpret tax returns as diligently applied to taxation.</p> <p>10.3 Categorise the various sources of gross income and allowable deductions as prescribed by Income Tax Act.</p> <p>10.4 Compute taxable income for individuals and the business.</p> <p>10.5 Compute input and output Value Added Tax as set out by Value Added Tax Act</p>
11. Develop appropriate technology-enabled platforms needed to effectively organize, manage, and grow a digital business.	<p>11.1 Articulate to employees the management of small enterprises using technology.</p> <p>11.2 Identify appropriate technology platforms to effectively organize, manage, and grow a digital business.</p> <p>11.3 Apply ethics principles in managing a digital enterprise.</p> <p>11.4 Create, evaluate and exploit business opportunities in the digital space.</p> <p>11.5 Perform basic search engine optimization techniques for attracting online customers.</p> <p>11.6 Create an online business and achieve business objectives digitally through using appropriate social media technology platform.</p>

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<p>12. Apply best human resource management practices in a small business organisation.</p>	<p>12.1 Promote the best human resource management practices in an organisation.</p> <p>12.2 Monitor legislative requirements and organisational policies and procedures in performing Human Resource functions.</p> <p>12.3 Draw up training and developmental plans according to individual and organisational developmental requirements.</p> <p>12.4 Conduct recruitment and selection process according to the relevant legislation and practices.</p> <p>12.5 Draw employee contracts which are compliant with the relevant national legislation and policy.</p> <p>12.6 Design compensation and rewards packages for employees according to employee agreements, organisational requirements and national policy.</p> <p>12.7 Implement an organisational performance management system.</p>
<p>13. Prepare basic bookkeeping and financial transactions for a business enterprise.</p>	<p>13.1 Identify the steps in using the accounting equation.</p> <p>13.2 Apply the double entry system of accounting.</p> <p>13.3 Evaluate the sources of finance available to a new business.</p> <p>13.4 Apply break-even calculations to make effective business decisions.</p> <p>13.5 Prepare income statements, balance sheets, and cash flow statements.</p> <p>13.6 Record bookkeeping entries digitally.</p> <p>13.7 Calculate the cost of a product or service.</p>

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	<p>13.8 Evaluate pricing for products or services for the business.</p> <p>13.9 Calculate income and expenditure for budgeting.</p>
14. Apply principles and best techniques in managing family business and family wealth.	<p>14.1 Set clear goals that reflect the family's priorities and principles.</p> <p>14.2 Create guidelines for good governance system in the family business.</p> <p>14.3 Plan for succession for family business members.</p> <p>14.4 Evaluate situations, solve conflicts and problems in family businesses.</p> <p>14.5 Identify strategies to improve the organizational performance of family businesses.</p> <p>14.6 Create strategies and policies for the successful management of family businesses.</p> <p>14.7 Analyse key and address challenges in managing a family firm.</p> <p>14.8 Implement best practices for separating operating assets and family office assets.</p> <p>14.9 Evaluating unique alternative investment opportunities for family wealth management using appropriate frameworks.</p> <p>14.10 Evaluate the risk and reward profile of various investment instruments and products.</p>

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SECTION C		QUALIFICATION STRUCTURE			
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [ 5 ]	Level [ 6 ]	Level [ 7 ]	
<b>FUNDAMENTAL COMPONENT</b> <i>Subjects/ Courses/ Modules/Units</i>	Business Information systems		15		15
	Communication and Critical thinking	15			15
<b>CORE COMPONENT</b> <i>Subjects/Courses/ Modules/Units</i>	Innovation, Creativity and new venture creation.		15		15
	Innovation leadership		15		15
	Innovation culture and change Management		15		15
	Fundamentals of Digital Entrepreneurship	15			15
	Venture strategy and Business model Innovation		15		15

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	Managing Venture growth		15		15
	Social Entrepreneurship		15		15
	Contract management and Tendering		15		15
	Emotional Intelligence and Employability		15		15
	Family Business and Wealth management		15		15
	Global Business Environment	15			15
	Basics of Accounting	15			15
	Taxation		15		15
	Venture creation project and Elevator Pitch Competition		15		15
<b>STRANDS/ SPECIALIZATION</b>	<i>Subjects/ Courses/ Modules/Units</i>	<b>Credits Per Relevant NCQF Level</b>			<b>Total Credits</b>
		<b>Level [ ]</b>	<b>Level [ ]</b>	<b>Level [ ]</b>	

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<b>1.</b>					
<b>2.</b>					
<b>Electives</b>					

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### SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

#### TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
5	60
6	180
<b>TOTAL CREDITS</b>	<b>240</b>

#### Rules of Combination:

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

The programme consists of 16 (Sixteen) mandatory courses.

The total credit qualification is 240 credits.

Fundamental component = 30 credits

Core component = 210 credits

Elective component = 0 credits

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### **ASSESSMENT ARRANGEMENTS**

The proposed programme will be assessed as follows:

- 1). Formative Assessment: 60%
- 2). Summative Assessment: 40%

To be awarded a pass in each course, a student must obtain a minimum of 50% marks.

### **MODERATION ARRANGEMENTS**

Internal and Moderation will be conducted in line with institutional moderation policy.

Both internal and external moderation shall be done in accordance with applicable policies and regulations and shall be carried out by BQA registered and accredited moderators.

### **RECOGNITION OF PRIOR LEARNING**

There shall be provision for Recognition of prior learning (RPL) for awarding this qualification.

### **CREDIT ACCUMULATION AND TRANSFER**

There shall be provision for Credit Accumulation and Transfer for awarding this qualification.

### **PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**

#### **LEARNING PATHWAYS**

##### **Horizontal Articulation**

1. Diploma in Business Administration
2. Diploma in Information System and Knowledge management
3. Diploma in Marketing and Retail Management

### 4. Diploma in Economics

#### Vertical Articulation

1. Bachelor of Arts in Business Administration
2. Bachelor of Science in Information System and Knowledge management
3. Bachelor of Commerce in Marketing and Retail Management
4. Bachelor of Arts in Economics

#### EMPLOYMENT PATHWAYS

1. Business innovation consultant
2. Business development manager
3. Innovation and Product manager
4. Business Advisor/Trainer
5. Business Strategy officer
6. Marketing manager

#### QUALIFICATION AWARD AND CERTIFICATION

##### Qualification Award

The candidate must achieve **240 credits** to be awarded Diploma in Business Innovation and Venture Creation.

##### Certification

Candidates meeting prescribed requirements will be issued with certificates.

#### SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

To establish comparability, benchmarking was conducted on four identified similar qualifications (1 regionally and 3 internationally).

This qualification was benchmarked regionally with Diploma in Business and Entrepreneurship (Namibia) and international with Diploma in Business Innovation and Diploma in Entrepreneurship and innovation (Australia) and Diploma in Creativity, Innovation and Entrepreneurship (Malta).

### Similarities

### Modules

All comparable qualifications offer a comparable number of fundamentals and core modules as those in the proposed qualification.

### Credit and Level

All at the Qualifications compared regionally and internationally are offered at the same or level equivalent to the Botswana national qualification framework of Diplomas (NCQF level 6).

Diploma in Business Innovation: Credit Value, 96 credits, AQF Level 5

Diploma in Entrepreneurship and innovation, 80 credits, AQF Level 5

Diploma in Creativity, Innovation and Entrepreneurship: Credit Value 60 credits, MQF Level 5

Diploma in Business and Entrepreneurship: Credit value 120 credits, NQF Level 6

This qualification is 240 credits at NCQF level 6.

### Exit level outcome

The comparable qualifications have similar exit learning outcomes as those of this qualification.

### Qualification rules and minimum

All students must pass all mandatory modules to meet the requirements of this both comparable and this qualification.

### Assessment

This qualification and comparable offers qualification both formative and summative assessment strategies.

The mode of study of comparable qualifications includes blended, online and distance learning which is similar to the mode of study for this qualification.

### Career path and Employment pathways

The career pathways of comparable qualifications are similar to those of this qualification.

### Differences

#### Title

The title of each of the comparable qualification differs from this qualification.

This qualification title infuses all the four titles of comparable qualification to standardise coherence of both regionally and international recognised related qualification.

#### Modules

There are few modules different between the this qualification and comparable ones.

Business research offered in both Diploma in Business Innovation and Diploma in Creativity, Innovation and Entrepreneurship has not been included in this qualification. In this qualification it will be replaced by venture creation project and elevator pitch competition module to provide practical exposure to students on issues of business innovation and venture development.

Some of the modules that are found to be different in comparable qualifications are infused as units in other modules in this qualification.

#### Assessment

Both Diploma in Business Innovation and Diploma in Business and Entrepreneurship qualifications assessments weightings are 50% formative and 50 % summative assessments. This is a slight difference compared to this qualification where the weighting of formative assessment is 60% and Summative assessment is 40%. This provides an advantage to the developed qualification as it is more inclined to the principles of outcomes based assessment.

#### Duration

Qualifications compared to are offered in 1 year. Compared to comparable qualifications this diploma qualification will be offered in 2 years through blended and distance learning.

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A comparison of this qualification with other education training providers, shows that this qualification compares favourably with other qualifications of similar nature from other institutions and offers a wide range of knowledge, skills and competences that fit the business innovation and venture creation graduate. This qualification further integrates both aspects of business innovation, management, and entrepreneurship and/or venture creation compared to other international and regional qualifications. The three facets enhance the graduate knowledge and competencies that are highly required in the business innovation and venture creation domain, particularly in the highly competitive and dynamic business market considering the fourth industrial revolution.

### REVIEW PERIOD

The qualification will undergo a review after every five (5) years.

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### For Official Use Only:

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

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