

## BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS																
<b>QUALIFICATION DEVELOPER (S)</b>			Botswana Accountancy College													
<b>TITLE</b>		Diploma in Entrepreneurship and Business Leadership							<b>NCQF LEVEL</b>		6					
<b>FIELD</b>		Business, Commerce and Management Studies							<b>CREDIT VALUE</b>		240					
<b>SUB FIELD</b>		Management Studies														
New Qualification		✓		Legacy Qualification					Renewal Qualification							
									Registration Code							
<b>SUB-FRAMEWORK</b>		General Education						TVET				Higher Education			✓	
<b>QUALIFICATION TYPE</b>		Certificate	I	II	III	IV	V	Diploma	✓	Bachelor						
<b>DIPLOMA</b>		Bachelor Honours						Post Graduate Certificate						Post Graduate Diploma		
														Masters		
														Doctorate/ PhD		
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>																
<p>The Human Resources Development Council (HRDC) Top Occupations in Demand document (2022) identified Entrepreneurship as one of the Business and Financial Services Sector occupations in high demand at a national level. Inclusion of entrepreneurship in this priority list aligns with the country's national priorities as outlined in Botswana Vision 2036. Vision 2036 emphasizes the development of human capital, the informal sector, and micro and small enterprises (MSEs) as critical to achieving its pillars, particularly Pillar 1 (Sustainable Economic Development) and Pillar 2 (Human and Social Development).</p> <p>The vision for MSEs in Botswana is to cultivate a vibrant sector contributing significantly to the economy, generating decent jobs, and providing sustainable livelihoods for Botswana. Initiatives that</p>																

support this sector are especially relevant given the youth unemployment levels hovering around 26% as of 2022. This context underscores the importance of training and qualifications in the field of entrepreneurship to address these economic and societal challenges effectively

The Second Transitional National Development Plan (April 2023 – March 2025) emphasizes that achieving economic diversification in Botswana is critically dependent on developing a workforce equipped with the appropriate skills. This strategic document underscores the necessity of aligning educational programs with the nation's economic goals to facilitate sustainable growth and diversification.

In response to these national priorities, the Diploma in Entrepreneurship and Business Leadership has been structured at the diploma level to provide comprehensive training. This approach ensures that graduates possess not only a broad understanding of the various facets involved in initiating and managing successful new ventures but also the practical ability to apply this knowledge in real-world business scenarios. A certificate-level qualification would not offer the same depth and breadth of training necessary to cultivate such competencies effectively.

The Botswana Government is fully committed to diversifying the economy by promoting and strengthening the private sector. The aim is to reduce the economy's dependence on minerals (diamonds) develop appropriate entrepreneurial skills and create more employment opportunities. The private sector can achieve maximum growth by increasing its pool of competent entrepreneurs who can identify and successfully exploit business opportunities in the economy. The Government has commendably put in place institutions such as Citizen Entrepreneurial Development Agency (CEDA), National Development Bank (NDB), Local Enterprise Authority (LEA), The Youth Grant Policy and Botswana Export Development and Investment Authority (BEDIA) to promote and support Botswana entrepreneurs to, vigorously, participate in local, regional and international markets. The mere launch of business projects is not enough. Projects must be put on a robust path of growth and sustainability. The entrepreneur can achieve this goal through the acquisition of skills and knowledge in other areas like business management, economics, and marketing.

### **Purpose Statement (Exit Outcomes)**

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

1. Identify and evaluate business opportunities by recognising market trends and creating demand through innovative solutions.
2. Apply creativity and innovation to enhance product development and business processes for

## BQA NCQF QUALIFICATION TEMPLATE

sustained competitive advantage.

3. Solve complex organisational challenges using critical thinking and structured problem-solving techniques.
4. Make effective and timely decisions in entrepreneurial and business contexts to capitalise on opportunities and mitigate risks.
5. Demonstrate negotiation skills that foster collaborative and win-win solutions in business dealings.
6. Conduct business research to support strategic planning, informed decision-making, and continuous improvement in both entrepreneurial and managerial roles.

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

To be eligible for enrolment into the qualification, candidates should have the following:

- Certificate IV, NCQF Level 4, e.g., BGCSE, IGCSE or equivalent.
- There is provision for entry through Recognition of Prior Learning (RPL) in line with institutional and national RPL policies.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Identify business opportunities in the surrounding environment	1.1 Analyse market trends and customer demands to identify viable business opportunities. 1.2 Evaluate the impact of socioeconomic factors on potential business opportunities. 1.3 Generate innovative ideas to capitalise on identified market gaps.
2. Analyze the local business environment	2.1 Evaluate the strengths, weaknesses, opportunities, and threats within the business environment.

## BQA NCQF QUALIFICATION TEMPLATE

	<p>2.2 Identify and prioritize challenges affecting businesses in the local market.</p> <p>2.3 Recommend strategic actions to overcome identified challenges and enhance competitiveness.</p>
3. Develop ethical business practices for the organization	<p>3.1 Define ethical business practices and their importance in organizational success.</p> <p>3.2 Examine ethical considerations in decision-making processes and stakeholder engagement.</p> <p>3.3 Implement frameworks for ethical practices aligned with legal and professional standards.</p>
4. Formulate a basic business proposal for the organisation.	<p>4.1 Justify strategic recommendations using relevant business models and case studies.</p> <p>4.2 Develop a realistic budget that considers startup costs, operational expenses, and projected revenues, ensuring alignment with the proposed business goals.</p> <p>4.3 Present the proposal professionally, including clear and concise communication, appropriate use of visual aids, and adherence to formal business standards.</p> <p>4.4 Propose feasible marketing plans tailored to the identified target audience, including innovative promotional strategies and channels for effective market penetration.</p>
5. Implement the basic business proposal for the organisation	<p>5.1 Develop a detailed action plan with measurable objectives to implement the proposal.</p> <p>5.2 Allocate resources efficiently to achieve project goals and organisational objectives.</p> <p>5.3 Monitor progress and adjust strategies based on feedback and performance metrics.</p>

## BQA NCQF QUALIFICATION TEMPLATE

6. Apply for business finance from various stakeholders	<p>6.1 Assess the requirements and expectations of different financial institutions or stakeholders.</p> <p>6.2 Prepare detailed financial documents, including business plans and cash flow projections.</p> <p>6.3 Negotiate terms with creditors to secure funding aligned with organisational needs.</p>
7. Lead teams in the business organisation	<p>7.1 Identify leadership styles suitable for different team dynamics and organisational cultures.</p> <p>7.2 Demonstrate effective communication and conflict resolution strategies to guide teams.</p> <p>7.3 Evaluate team performance and implement strategies for continuous improvement.</p>

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**BOTSWANA**  
Qualifications Authority

SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [ 5 ]	Level [ 6 ]	Level [ 7 ]	
FUNDAMENTAL COMPONENT	Business Communication	5			10

## BQA NCQF QUALIFICATION TEMPLATE

Subjects/ Courses/ Modules/Units	Technology and Business	5			10
	Financial Accounting	5			10
	Data Analysis	5			10
<b>CORE COMPONENT</b> Subjects/Courses/ Modules/Units	Introduction to Venture Creation	5			10
	Personal and Business Finance	5			10
	Innovation and Creativity		6		20
	Business and Corporate Law		6		20
	Entrepreneurial Marketing		6		20
	Venture Creation and Business Simulation		6		20
	Enterprise in Action		6		20
	Leadership and People		6		20
	Entrepreneurship Practicum		6		60
<b>ELECTIVE COMPONENT</b> Subjects / Units / Modules /Courses					

## BQA NCQF QUALIFICATION TEMPLATE

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

#### TOTAL CREDITS PER NCQF LEVEL

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

#### Rules of Combination:

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

Learners shall be expected to successfully complete all fundamental modules and all core modules. The qualification is worth a total of **240** Credits, inclusive of **40** credits of fundamental modules and **200** credits for core modules.

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### ASSESSMENT ARRANGEMENTS

Assessment shall take different forms including formative and summative depending on the module.

A variety of assessment methods will be used, e.g. self-assessment tests, posters/presentations, written assignments, portfolios, reflective essays and case studies assessments.

#### **Formative assessment**

Formative assessment will contribute 40% towards final grade.

#### **Summative assessment**

Summative assessment will contribute 60% towards final grade.

Assessors shall be registered and accredited with a recognized qualifications authority

### MODERATION ARRANGEMENTS

Both Internal and External moderation will be done in-line with the moderation policy of the institution and national ones. Assessment and moderation shall be done by registered and accredited assessors and moderators.

### RECOGNITION OF PRIOR LEARNING

RPL will be used for award in accordance with National and institutional RPL policies.

### CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation and Transfer (CAT) for the award of this qualification will be in line with the institutional and National policies.

### PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

**Vertical pathways**



The depth of the qualification content and its practical emphasis is geared towards creating a desire for more learning and eagerness to take up more complex courses in the entrepreneurship and business leadership field. As such:

- a) Bachelor of Arts in Entrepreneurship and business Leadership.
- b) Bachelor of Arts in Leadership and Change Management.
- c) Bachelor of Arts in Business Administration.
- d) Bachelor of Arts in Marketing Management
- e) Bachelor of Arts in Business Design and Innovation

### Horizontal Pathways

- a) Diploma in Project Management
- b) Diploma in Digital Marketing
- c) Diploma in Human Resource Development
- d) Diploma in Quality Management.

### Career pathways

Opportunities for entrepreneurship are also available to graduates who completed the qualification:

e.g.,

- a) Business development consultants
- b) Business analysts
- c) Entrepreneurs
- d) Corporate entrepreneur
- e) Strategic entrepreneurial

## QUALIFICATION AWARD AND CERTIFICATION

Candidates meeting prescribed requirements will be awarded the qualification in accordance with standards prescribed for the award of the qualification and applicable policies. The candidates should have met the minimum credit requirements for the award of the qualification. **240 credits (inclusive of 40 credits of fundamental modules and 200 Credits for core modules)**

A certificate will be awarded upon successful completion of the Diploma in Entrepreneurship and Business Leadership.

### SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The proposed qualification has been benchmarked against regional qualifications from University of Johannesburg (South Africa), as well as an international qualification from Algonquin College (Canada). This comparison evaluates alignment in terms of academic depth, core content, structure, and practical application, ensuring relevance to both local and global business environments.

#### Similarities:

- **Entrepreneurial Focus:**  
All qualifications aim to develop entrepreneurial skills, preparing students to create, manage, and grow businesses effectively.
- **Core Modules:**  
Subjects such as Entrepreneurship, Accounting, Marketing, Project Management, and Business Communication are included across all programs.
- **Assessment Approach:**  
Assessment in all qualifications involves both practical and theoretical components, including projects, case studies, and exams.
- **Pathways:**  
Graduates can progress to Bachelor's degrees or postgraduate diplomas in Entrepreneurship, Marketing, and Business Management. Employment options include entrepreneurs, consultants, and project managers.
- **Qualification Level:** Both the Proposed Qualification and UJ's Diploma in Small Business Management are aligned at NQF Level 6. This means that regionally, both qualifications are at the same academic level and offer comparable academic depth.
- **Assessment Weighting:** Both the Proposed Qualification and UJ's program have the same assessment weighting of 40% formative and 60% summative assessments. This highlights that both programs emphasize practical learning, with a significant portion of assessments focused on summative evaluations, such as projects or exams.

#### Differences and Justifications:

. Title:

- Proposed Qualification: Diploma in Entrepreneurship and Business Leadership
- University of Johannesburg: Diploma in Small Business Management
- Algonquin College: Diploma in Business – Management and Entrepreneurship

**Justification:**

While the titles differ, they all focus on entrepreneurship and business management. The proposed qualification emphasizes leadership development, aligning with strategic needs in both business ownership and management roles.

**Level:**

- Proposed Qualification: NCQF Level 6
- Algonquin College: OQF Level 5 (equivalent to NQF Level 6)

**Justification:**

Although Algonquin uses a different qualification framework, it aligns in terms of learning outcomes and academic depth required at NCQF Level 6, ensuring global compatibility.

**Credits/Duration:**

- Proposed Qualification: 240 credits over 2 years
- University of Johannesburg: 372 credits over 3 years
- Algonquin College: 90 credits over 2 years (equivalent to 432 UK credits)

**Justification:**

Differences in credit frameworks reflect regional education policies. UJ extends the program to 3 years with a focus on business simulations and electives, while Algonquin uses a competency-based system with fewer but broader modules. The proposed qualification compresses practical and strategic learning into a 2-year program.

**Outcomes:**

- Proposed Qualification: Develops entrepreneurial and strategic leadership skills with a focus on applied consulting projects.
- University of Johannesburg: Focuses on small business management with practical business plan development.
- Algonquin College: Integrates global business elements such as corporate social responsibility and e-commerce strategies.

**Justification:**

Despite different emphases, all qualifications aim to build entrepreneurship and business

management capabilities, ensuring graduates can address both local and international business needs.

### Structure:

- Proposed Qualification: Core modules include Entrepreneurship, Leadership Development, and Project Management, with a consulting project.
- University of Johannesburg: Core modules include Accounting, Marketing, and Human Resource Management, with a focus on business simulations and mentorship programs
- Algonquin College: Includes Digital Marketing, Social Innovation, and Project Management, offering specialization electives.

### Justification:

Structural differences reflect the institutions' market and regional needs. Algonquin offers specialization in global business trends, while UJ and the proposed qualification focus on regional SME needs.

### Assessment:

- Proposed Qualification: 40% formative, 60% summative assessments, emphasizing practical consulting assignments
- Algonquin College: Project-based assessments dominate, with less emphasis on final exams.

### Justification:

Despite the differences in assessment structure (40% formative and 60% summative assessments in the Proposed Qualification versus project-based assessments in Algonquin College), both programs emphasize practical application, critical thinking, and the development of industry-relevant skills, ensuring that students are equipped for real-world challenges. This alignment in assessment goals reflects both programs' commitment to preparing students for the workforce and ensuring that they meet national and international standards for business education.

### Award Rules:

- Proposed Qualification: Requires 240 credits and completion of all modules.
- University of Johannesburg: Requires 372 credits with both core and practical learning components.
- Algonquin College: Completion of 90 credits (equivalent to 432 UK credits) with project-based assessments.

### Justification:

Despite different credit values, all programs maintain core requirements for awarding diplomas, reflecting alignment with national and institutional standards.

## BQA NCQF QUALIFICATION TEMPLATE

### Pathways:

- Proposed Qualification: Offers pathways to B.Com programs and careers as entrepreneurs, business consultants, and strategic leaders.
- University of Johannesburg: Focuses on SME development roles and business incubation.
- Algonquin College: Offers broader pathways in retail management, store planning, and digital marketing.

### Justification:

Pathways reflect both local economic priorities and global business trends. While regional programs emphasize SME roles, Algonquin aligns with Canada's diverse retail and technology-driven sectors.

### Conclusion:

Despite differences in credits, duration, structure, and specialization, the qualifications are considered comparable due to their shared focus on entrepreneurship, business management, and practical application. The proposed qualification distinguishes itself by integrating leadership development and consulting projects, preparing graduates for both entrepreneurial and strategic roles across various business environments.

### REVIEW PERIOD

The qualification is subjected to review every 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	