

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS															
QUALIFICATION DEVELOPER (S)			Imperial School of Business and Science												
TITLE		Certificate V in Entrepreneurship								NCQF LEVEL		5			
STRANDS (where applicable)		N/A													
FIELD		Business, Commerce and Management Studies								CREDIT VALUE		120			
SUB FIELD		Management Studies													
New Qualification			Legacy Qualification			Renewal Qualification			√						
						Registration Code			Q0132						
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: The field of Entrepreneurship is crucial in developing countries such as Botswana. The government's long-term strategy to create a SADC business hub will require trained entrepreneurs. Business leaders and managers are the core strength of every economy, and this course will prepare Botswana's youth to create, lead, and start their own businesses. Human Resource Development Council (HRDC) has identified 12 key sectors of the economy, which are derived from the national strategies and priorities, such as the Economic Diversification Drive of Botswana. Entrepreneurship is an identified crucial field under the Finance and Business Services Sector, which demonstrates the need for this qualification in the Botswana market (<i>BHRDS Fair and Career Clinics 2018, Pages 92-100</i>). This Qualification will equip students with the knowledge and skills to understand, implement															

and assist in projects in the country and create job opportunities as young entrepreneurs, business practitioners and supervisors at public and private organisations. Ever since ISBS started offering the qualification Certificate in Entrepreneurship, that is, from the year 2019 under the new regulation (NCQF), the demand for the qualification has been so high.

According to BHRDS Fair and Career Clinics 2023 (Page 27), “TVET programmes help learners to become more job creators than job seekers, therefore there is a need for the learners to enrol in TVET programmes looking into their passion and capabilities”. The graduates in Certificate in Entrepreneurship can start their own business ventures and become job creators in the nation. The list of “Top occupations in demand by subjects” provided by the BHRDS Fair and Career Clinics 2023 (Page 26) recommends “Business studies” as a key subject, and occupations such as “Business Services and Administration Managers” and “Small business managers.” Hence, this programme is very relevant in Botswana as the graduates could gradually progress and obtain employment opportunities in the posts mentioned above.

Furthermore, the stakeholders’ consultative meetings/surveys conducted by ISBS for the purpose of assessing the validation of the qualification during the time of its renewal, the majority of the stakeholders supported the view that the qualification, Certificate in Entrepreneurship, is still relevant in Botswana as it could create more employment opportunities, as well as learning progressions in diplomas and degrees in the similar fields.

The President of Botswana has unveiled an Economic Stimulus Programme (ESP) (*ESP Launch BOPA 2016, Daily News*. <http://www.dailynews.gov.bw/news-details.php?nid=26093>) which is a strategy for employment and Growth whose objective is to stimulate the economy for the coming years. This package focuses on certain industries in the country and one of the areas is in Entrepreneurship. Moreover, Citizen Entrepreneurial Development Agency (CEDA) (*CEDA | Finance Develop Sustain*. <http://www.ceda.co.bw/objectives>) encourages young entrepreneurial graduates to start up business ventures by providing financial aid and one of the main criteria for the applicants to avail the financial aid is a qualification in Entrepreneurship.

Besides, this qualification is very essential while the country is preparing for the transition from a traditional agro-based economy to an industrial knowledge-based economy in order to be able to

compete with other countries in the world and to foster more employment opportunities for its citizens (www.ibe.unesco.org/en/document/world-data-education-seventh-edition-2010-11.P.9).

PURPOSE: (itemise exit level outcomes)

The purpose of the qualification is to produce graduates with broad technical knowledge, skills, and competence to:

- Demonstrate an understanding of the structural and functional components of an organisation and apply administrative and managerial skills to effectively operate and manage small business ventures
- Apply entrepreneurial competencies to identify business opportunities, assess feasibility, and develop and present viable business plans
- Apply marketing principles and strategies to design and implement effective promotional activities for products and services that enhance customer value, and support business growth

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

- Candidates who have successfully completed Certificate IV, NCQF Level 4 (General Education or TVET), or Certificate III, NCQF Level 3 (General Education or TVET), with Recognition of Prior Learning (RPL) equivalent to NCQF Level 4.
- In addition to that, Recognition of Prior Learning (RPL) and Credit Accumulated Transfer (CAT) will also be considered for access to the qualification Certificate (V) in Entrepreneurship.

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SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
1. Communicate effectively with national and international clients on business transactions.	1.1. Draft business letters to share feedback or responses on business matters. 1.2. Compile reports on events or day-to-day business operations of an organisation. 1.3. Respond to the queries and concerns of national as well as international stakeholders. 1.4 Communicate effectively with national and international clients using online media 1.4 Present business development plans to convince internal and external stakeholders.
2. Work with Computer Applications such as Microsoft Word, Excel, and PowerPoint for creating documents, recording business transactions and preparing documents for presentation.	2.1. Work effectively with a computer to create, edit and save documents 2.2. Prepare electronic documents, save and file them for future retrieval. 2.3. Manage files in both Word and pdf documents and arrange them to find them easily with password protection. 2.4. Prepare presentation slides for conducting workshops and seminars in an organisation
3. Execute a broad range of practical skills to coordinate people at the workplace to work effectively for attaining the target business goals.	3.1. Coordinate and assist people to perform various departmental activities in an organisation to satisfy the needs and wants of the customers. 3.2. Monitor day-to-day business operations, including managing office supplies, scheduling appointments and managing official correspondence. 3.3. Develop a positive environment in the workplace with national and international clients.

BQA NCQF QUALIFICATION TEMPLATE

4. Demonstrate Entrepreneurial traits in the workplace to identify the hidden business opportunities.	4.1. Identify the strengths and weaknesses of a prospective Entrepreneur and capitalise on market opportunities. 4.2. Execute strategies to analyse market conditions and customer needs to plan business ventures. 4.3. Identify and apply strategies to develop a new market for an existing product. 4.4. Develop strategies for product modification to capture new market share. 4.5 Implement effective marketing strategies to promote the products or services of a company.
5. Demonstrate basic accounting skills to update organisational bookkeeping.	5.1. Prepare the income statements of a company 5.2. Produce a balance sheet of financial transactions 5.3. Draft statement of cash flows for an organisation 5.2. Record cash transactions of a business entity.
6. Understand the organisational behaviour and apply leadership strategies that enhance team performance and organisational efficiency.	6.1 Communicate the organisational objectives and ensure the team coordinates activities to achieve them. 6.2 Create a supportive and collaborative culture that enhances team performance and engagement. 6.3 Understand and apply effective performance management practices to enhance team performance

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SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [4]	Level [5]	Level [6]	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Introduction to Business Communication	10			10
	Introduction to Computer Applications	10			10
CORE COMPONENT Subjects/Courses/ Modules/Units	Organisational Behaviour		12		12
	Introduction to Accounting and Finance		12		12
	Entrepreneurship		12		12
	Principles of Marketing		12		12
	Customer Service		12		12

BQA NCQF QUALIFICATION TEMPLATE

	Business and Industrial Psychology		12		12
	Introduction to Quantitative Methods			14	14
	Principles of Management			14	14
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
<i>Level 4</i>	20
<i>Level 5</i>	72
<i>Level 6</i>	28
TOTAL CREDITS	120

Rules of Combination:

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

Rules of Combination:

Students must complete all 20-credit fundamental modules and 100-credit Core modules, totalling 120 credits, to graduate with the Certificate in Entrepreneurship qualification.

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ASSESSMENT ARRANGEMENTS

Continuous Assessment (Assignments and Mid-Term Test):

The outcomes of each module in the qualification are assessed through Continuous Assessments. Sixty per cent (60%) of the total marks will be contributed to the Final Mark.

Summative (Final Exams):

The summative/ final examination will contribute 40% to the Final Mark. All the assessors must have BQA assessor certificates and a minimum of three (3) years of teaching experience in the relevant field.

MODERATION ARRANGEMENTS

There will be provision for internal and external moderation, conducted by Moderators registered with the Botswana Qualifications Authority (BQA).

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be applicable for consideration for the award in this qualification.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation Transfer (CAT) will be applicable for consideration for the award in this qualification.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning

Horizontal

- Certificate in Entrepreneurship
- Certificate in Business Management
- Certificate in Business Administration

Vertical

- Diploma in Entrepreneurship

- Diploma in Business Management
- Diploma in Business Administration

Employment

- Admin officer
- Sales officer
- Marketing officer

QUALIFICATION AWARD AND CERTIFICATION

Students are required to achieve 120 credits to graduate with the qualification Certificate in Entrepreneurship. Upon successful completion of the qualification, students will be issued with the certificate, Certificate in Entrepreneurship, in addition to the transcripts.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The developed qualification was benchmarked against the Certificate in Entrepreneurship offered regionally by Regent Business School, South Africa, and internationally by Florida International University, U.S.A.

SIMILARITIES

Title: The title of the reviewed qualification is Certificate in Entrepreneurship. The title of the compared qualification offered by Regent Business School, South Africa, and the title of the international qualification offered by Florida International University, U.S.A. are also Certificate in Entrepreneurship. Therefore, the titles of the reviewed and compared qualifications are same.

NQF level: This qualification is at NCQF level 5. The qualification offered at the Regent Business School, South Africa is also pitched at NQF level 5, and the qualification offered by Florida International University, U.S.A, is USQF level 4 (which is equivalent to NCQF level 5). Though each country has its own specific terminology for the level Descriptors, they are all equivalent to the NCQF level displayed by the qualification.

Credits and Duration: This qualification has 120 credits and a 1-year duration. The qualification offered by Regent Business School, South Africa and the qualification offered by Florida International University, U.S.A, have 1-year duration and 120 credits, respectively. Therefore, the credits and duration of the submitted qualification and the compared qualifications are same.

Main Exit level outcomes: They are similar for all qualifications since all the qualifications are pitched at level 5 according to the standard of the qualification framework of the countries of their origin. Besides, all the qualifications aimed to prepare the learners to understand the principles of management, business administration and to develop entrepreneurial skills.

Main modules: All three qualifications have similar core modules to prepare the learners to equip with the skills and knowledge in Business administration, Accounting and Book-keeping, Business Management, and develop entrepreneurial skills. This qualification has 8 core modules, the Certificate in Entrepreneurship offered by Regent Business School, South Africa has 6, and the Certificate in Entrepreneurship offered by Florida International University, U.S.A, has 5 modules. The similar modules shared by these qualifications are, Entrepreneurship, Strategic small management, small business Finance and Accounting, Management Principles (by Regent Business School, South Africa), and Organisation and Management, Entrepreneurship, Small business management, Entrepreneurial finance (by Florida International University, U.S.A). Therefore, it could be concluded that, this qualification is well balanced among the benchmarked.

Assessments: All the qualifications have both Formative and Summative assessment practices.

Qualification rules and minimum Standards for the award of the qualification

The qualification rules and minimum standards for awarding the qualifications are also similar to all three qualifications. Candidates are required to pass a minimum of 120 credits through the required fundamental, core, and elective modules.

Pathways: The pathways of this qualification are similar to the qualifications compared.

DIFFERENCES

The submitted qualification has additional fundamental module for the learners to develop skills in Computer applications.

BQA NCQF QUALIFICATION TEMPLATE

Entry Requirements, Credit Value or Duration and NQF levels:

The entry requirements, credit value or duration of the qualifications offered regionally and internationally are same. Though the level descriptors are named differently in the qualification offered in Florida International University, U.S.A, they are equivalent to the NCQF framework of Botswana.

Domains/Modules/Courses/Subjects covered (Fundamental, core & electives)

Although the structure of the qualification, including fundamentals and cores for the developed qualification, aligns with those of the qualifications it was benchmarked against, there are some slight differences in terms of the exclusion of the modules are evident in the regional and international qualifications. This is because of the exclusion of the fundamentals of computer applications and business communications in these qualifications.

Conclusion: This qualification is similar to the benchmarked qualifications with respect to the purpose, critical exit learning outcomes, level descriptors, assessment practices, and learning and employment pathways.

REVIEW PERIOD

The qualification will be subjected to a review after 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	