

BQA NCQF QUALIFICATION TEMPLATE

SECTION A: QUALIFICATION DETAILS																
QUALIFICATION DEVELOPER (S)			Imperial School of Business and Science (ISBS)													
TITLE		Post Graduate Diploma in Management							NCQF LEVEL			8				
STRANDS (where applicable)		N/A														
FIELD		Business, Commerce and Management Studies							CREDIT VALUE			125				
SUB FIELD		Management Studies														
New Qualification				Legacy Qualification					Renewal Qualification			Yes				
									Registration Code			Q0134				
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 Business Management is crucial in developing countries such as Botswana. The government's long term strategy to create a SADC business hub will require people who can communicate at all levels of the business industry. We use leadership roles in so many aspects of our lives without noticing or even realising it. Business Acumen and Managers are the core strength of every economy and this course will prepare the youth of Botswana to create, lead and start their own business domestically and internationally and manage it successfully. This has been identified by the Human Resource Development Council (HRDC) (<i>BHRDS Fair and Career Clinics 2025. Page21.</i>),																

The list of the top occupations in demand (*BHRDS Fair and Career Clinics 2025. Page21*) in Botswana includes employment opportunities in the fields of (1) Finance Managers (2) Business Administrators (3) Asset Managers (4) Facility Managers, Risk Managers, Estate Managers and Commercial Transaction Advisors (p25). The graduates of this qualification are suitable for these positions; and it is confirmed that the programme is required in Botswana.

The stakeholder survey among the industrial and potential business personals in line with the need analysis of the qualification revealed the fact that this qualification is most needed in the soil of Botswana. The Key programmes in the qualification such as Economics for Managers, Value Based Leadership and Organisational behaviour and People Management, Global Business Environment, Building Business Acumen, Marketing and Innovations and Research Project will prepare the learners with the skill and knowledge to develop themselves as successful business personnel to carryout environmental studies and assess business opportunities, apply information technologies to manage the business and market the products successfully and above all utilise the managerial skills to Lead, Control and Motivate the staff members effectively. The dissertation prior to the completion of the qualification will equip the learners for conducting market research, prepare business projects and provide opportunities to put in practice their skills and knowledge into a real world like situation.

Furthermore, the President of Botswana unveiled an Economic Stimulus Programme (ESP) (*ESP Launch BOPA 2016, Daily News, (<http://www.dailynews.gov.bw/news-details.php?nid=26093>)* 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 Management. A large budget will be allocated to a number of big scale projects and thus the fulfilment of skill requirements in this area is essential. This Qualification will equip students with the knowledge and skills to understand, implement and assist in projects in the country and create job opportunities such as business practitioners, Managers and young entrepreneurs. Moreover, Citizen Entrepreneurial Development Agency (CEDA) (*CEDA | Finance Develop Sustain. <http://www.ceda.co.bw/objectives>*) encourages young business managers whereby they provide financial aid to individuals and one of the main criteria is for the applicant to have this qualification.

PURPOSE: (itemise exit level outcomes)

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

- Execute advanced knowledge and skills to assess external environments, understand business situations and make competent decisions for the global organisational development.

BQA NCQF QUALIFICATION TEMPLATE

- Develop exceptional knowledge and skills to analyse market trends, financial positions of a company and make strategic business decisions to increase production of goods and service packages.
- Develop advanced skills to assess, lead, motivate individuals at workplace to achieve organisational goals effectively.

MINIMUM ENTRY REQUIREMENTS (including access and inclusion)

Entry Requirements:

Prospective learners will be admitted to Post Graduate Diploma in Management Qualification on account of having satisfied the entry requirements for the level they apply for.

Entry Requirement to Post graduate Diploma in Management:

- A Bachelor's degree or its equivalent qualification.
- Anyone who has successfully completed Post Graduate Certificate in Management or its equivalent qualification.
- Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) will be considered as per the ETP's policy.

(Note: Please use Arial 11 font for completing the template)

SECTION B

QUALIFICATION SPECIFICATION

GRADUATE PROFILE (LEARNING OUTCOMES)

ASSESSMENT CRITERIA

1. Execute specialised skills to plan and direct environmental research pertaining to market opportunities, assess the financial position of a company, solve complex business problems utilising strategic problem-solving methods, and make strategic business decisions

1.1 Evaluate the potential trends of the market, customer behaviour and execute product development activities for an organisation.
1.2 Utilising data and critical thinking to evaluate options and makes sound business decisions with calculated risks to promote company activities.

BQA NCQF QUALIFICATION TEMPLATE

	1.3 Analyse the competitive landscape, identify opportunities and threats, and develop effective strategies to achieve long-term business goals. 1.4 Communicate effectively pertaining business insights and strategies to stakeholders at all levels, including leadership, teams and clients. 1.5 Critically evaluate financial plans, reports, and statements of a company, and make sound decisions with respect to its financial performance.
2. Apply exceptional knowledge and skills to evaluate individual and group behaviour in an organisation, monitor the impact of factors like motivation, leadership, and culture on employee performance, and effectively manage people in an organisation.	2.1 Analyse different theories of motivation and apply them to enhance employee engagement. 2.2 Evaluate different types of teams and their effectiveness in achieving goals. 2.3 Apply conflict resolution strategies to manage interpersonal disagreements within teams. 2.4 Analyse the impact of leadership on employee morale, productivity, and organisational culture. 2.5 Evaluate performance management systems and provide feedback to employees. 2.6 Design and implement training and development programs.
3. Manage and monitor the day-to-day business operations including allocation of resource, assurance of regulatory compliance, and execute strategies to maximise efficiency and profitability of a company by minimising waste and improving efficiency of the human resource.	3.1 Apply skills to plan, organise and control the manufacturing operational activities of a company to increase value for the customers by identifying, analysing and minimising the wastes. 3.2 Forecast potential problems pertaining the business operations and adopt proactive strategies to minimise the costs. 3.3 Execute exceptional leadership skills to inspire and guide individuals by understanding their strengths to achieve organisational goals.
4. Utilise exceptional skills to interpret complex economic data, and make strategic decisions	4.1 Execute skills to assess the economic conditions of a country, related to supply and

BQA NCQF QUALIFICATION TEMPLATE

on supply and demand, competition, inflation, unemployment, fluctuations in the interest rates, and adapt a company's operations to maximise its value.	demand, competition, the market segments, and plan business operations. 4.2 Understand and assess the business environment of a country at broader scale including factors like inflation, unemployment, and interest rates, and make strategic decisions to maximise value for the customers. 4.3 Understand and evaluate the market trends, consumer preferences, demand, policies and business regulations of a country, and plan and make decisions with respect to production, marketing and sales of goods and services.
5. Conduct market research and identify the feasibility of a new business proposal.	5.1 Evaluate qualitative and quantitative types of data in research methods. 5.2 Assess various methods of data collection in market research. 5.3 Identify and assess the methods of data analysis pertaining market research for a company. 5.4 Assess the methods of data interpretation in a research activity.

Note: Please use Arial 11 font for completing the template)

SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total Credits
		Level [7]	Level [8]	Level [9]	

BQA NCQF QUALIFICATION TEMPLATE

FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Building Business Acumen	7			12
CORE COMPONENT Subjects /Courses/ Modules/Units	Organisational Behaviour and People Management		8		15
	Managerial Accounting and Finance		8		15
	Operations and Lean Management		8		15
	Economics for Managers		8		15
	Value Based Leadership		8		15
	Dissertation		8		23
STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units	Credits Per Relevant NCQF Level			Total Credits 110

BQA NCQF QUALIFICATION TEMPLATE

		Level []	Level []	Level []	
1.					
2.					
Electives (Choose Any one)	Global Business Environment		8		15
	Marketing and Innovation		8		15

BQA NCQF QUALIFICATION TEMPLATE

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL

TOTAL CREDITS PER NCQF LEVEL

NCQF Level	Credit Value
Level 7	12
Level 8	113
TOTAL CREDITS	125

Rules of Combination:

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

Students must take all the fundamental modules worth 12 credits, Core modules worth 98 credits including one (1) Elective worth 15 credits to achieve a total of 125 credits to graduate in Post Graduate Diploma in Management qualification.

(Note: Please use Arial 11 font for completing the template)

BOTSWANA
Qualifications Authority

ASSESSMENT ARRANGEMENTS

Continuous Assessment (Assignments and Mid-Term Test):

The outcomes of each module in the qualification are assessed through scenario / case study based Continuous Assessments. Fifty percent (50%) of the total marks will be contributed to the Final Mark.

Summative (Final Exams):

Summative/ final examination will contribute 50% to the Final Mark. All the assessors must have BQA assessor certificates and a minimum 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 Botswana Qualifications Authority (BQA) or any other recognised authority.

RECOGNITION OF PRIOR LEARNING

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

CREDIT ACCUMULATION AND TRANSFER

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

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Learning progression Horizontal:

- Post Graduate Diploma in Business Administration
- Post Graduate Diploma in Management
- Post Graduate Diploma in Leadership

Learning progression Vertical:

- Master of Business Administration (MBA)
- Master of Business and Management (MBM)
- Master of Business Leadership (MBL)

Employment progression:

- Manager in Business Operations
- Business Analyst
- Business Consultant
- Management Consultant
- Manager of Business development
- Business Administrator
- Risk Manager
- Asset Manager
- Estate Manager

QUALIFICATION AWARD AND CERTIFICATION

Students are required to achieve 125 credits to graduate in the qualification Post graduate diploma in Management. Upon successful completion of the qualification, students will be issued with the certificate, Post Graduate Diploma in Management, and the transcripts.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

The developed qualification was benchmarked against the Post Graduate Diploma in Management offered internationally by Institute of Commercial Management (ICM), UK, regionally by Post Graduate Diploma in Management offered by Wits University, South Africa (ZA), and Post Graduate Diploma in Management by the University of Cape Town (UCT).

Title: The title of the reviewed qualification is Post Graduate Diploma in Management, similarly the international qualification offered by Institute of Commercial Management (ICM), UK, is Post Graduate Diploma in Management, and the title of the regional qualifications offered by Wits Business School (WBS), Wits University, South Africa (ZA) and University of Cape Town (UCT) are also Post Graduate Diploma in Management. That is, the title of the reviewed qualification is same as the titles of the international and the regional qualifications. Besides, all these qualifications aimed at providing advanced knowledge, skills and competencies in the field of business management, leadership capabilities and make competent decision to achieve business development goals.

NQF levels: This qualification is at NCQF level 8. The Qualification offered by the Institute of Commercial Management (ICM) U.K, is at RQF level 7, which is equivalent to the NCQF level 8. The qualification offered by Wits Business School, Wits University and the qualification offered by the

BQA NCQF QUALIFICATION TEMPLATE

University of Cape town (UCT), are at NQF level 8 which is similar to that of the reviewed qualification. Therefore, it is confirmed that the level descriptors of all the four qualifications are at level 8.

Credits and Duration: This qualification is having 125 credits and 1 year duration. The Qualification offered by the Institute of Commercial Management (ICM) U.K, qualification offered by Wits Business School, Wits University and the qualification offered by the University of Cape town (UCT) are having 120 credits and 1 year duration each.

Main Exit level outcomes: They are similar for all qualifications since all the qualifications are pitched at level 8 and aimed to prepare the learners to apply advanced knowledge and skills to operate business, finance and marketing activities of a company by incorporating advanced information technology.

Main modules: The core modules of the different qualifications are distributed in the following. That is, this qualification has 7 core modules, the qualification offered by ICM, UK has also 6 core modules. The qualification offered by Wits Business School, Wits University, S.A has 8 and the qualification offered by the University of Cape town (UCT) has 5 modules. Besides, the vital modules shared by the qualifications expect the learners to achieve same principles, concepts, skills and competency required to develop skills in Business acumen and leadership in the business world.

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

Pathways: The pathways for all the qualifications are similar for the qualifications compared.

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.

(Note: Please use Arial 11 font for completing the template)

For Official Use Only:

CODE (ID)			
REGISTRATION STATUS	BQA DECISION NO.	REGISTRATION START DATE	REGISTRATION END DATE

BQA NCQF QUALIFICATION TEMPLATE

LAST DATE FOR ENROLMENT		LAST DATE FOR ACHIEVEMENT	



BOTSWANA
Qualifications Authority