BQA NCQF QUALIFICATION TEMPLATE

<table>
<tr><td colspan="2">SECTION A:</td><td colspan="4">QUALIFICATION DETAILS</td></tr>
<tr><td colspan="2">QUALIFICATION DEVELOPER(S)</td><td colspan="4">• Botswana Institute of Chartered Accountants
• Botswana Accountancy College
• University of Botswana
• BA ISAGO University
• Botho University
• Arthur Portland
• My Professional Accounting Learner</td></tr>
<tr><td>TITLE</td><td colspan="2">Bachelor of Commerce in Chartered Accountancy</td><td>NCQF LEVEL</td><td colspan="2">7</td></tr>
<tr><td>STRANDS (where applicable)</td><td colspan="5">1.
2.
3. N/A
4.</td></tr>
<tr><td>FIELD</td><td colspan="2">Business, Commerce and Management Studies</td><td>CREDIT VALUE</td><td colspan="2">520</td></tr>
<tr><td>SUB FIELD</td><td colspan="5">Accounting</td></tr>
</table>

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			

RATIONALE AND PURPOSE OF THE QUALIFICATION

Rationale:

The Accountants Act 2010 requested the Botswana Institute of Chartered Accountants (BICA) to introduce Botswana's own professional accountancy qualification, the BICA qualification, with effect from 1st April 2011 (Source: Accountant Act 12, 2010, Section 6 (1) (a)). This legislative requirement was introduced for two main reasons: 1) The International Federation of Accountants had recommended that in order to effectively develop the accounting profession and strengthen financial management systems, each jurisdiction should introduce its own professional accountancy profession in order to ensure local relevance and practicability. 2) The government of Botswana is committed to ensuring that Botswana remains one of the most highly rated countries on the continent and possibly in the world, in matters of good governance, effective fiscal management and prudent financial management. The Botswana professional accountancy qualification evolved out of a realization that:

a. A strong economy like that of Botswana needs a strong accountancy profession

b. A strong profession needs a strong professional body

c. A professional body will be stronger if it has its own qualification, and

d. Through the education and training of professional accountants, BICA can ensure that learners acquire the best technical skills and ethical grounding required to become Chartered Accountants.

The Bachelor of Chartered Accountancy Degree will enable the learner to easily assimilate to other professional qualifications including the Botswana CA Qualification. It enables learners to pursue a pathway to qualification as a chartered or professional accountant.

The Human Resource Development Council (HRDC) Priority Occupations and Skills 2022/2023 report identifies Chartered Accountants as one of the top occupations in high demand. The introduction of a pathway qualification will therefore ensure the sustainability of the Botswana Chartered Accountancy Qualification through increase in access and thorough preparation of learners for the higher-level chartered qualifications such as the CA qualification.

The qualification encourages learners to invest in continuous learning and sharpen their ethical and professional development skills. During the period of acquiring Practical Work Experience the Learners will gain diverse experience which when complemented by the education requirements will adequately prepare the learner for progression into the Chartered Accountancy Qualification.

Purpose The purpose of the qualification is to produce graduates with specialised knowledge, skills and competences to: 1. Manage, audit and report on financial matters in compliance with finance related laws and regulations. 2. Apply accounting standards, ethics, and practices in diverse business contexts. 3. Adapt to technological advancements and innovations within the accounting profession 4. Analyze financial data, interpret financial statements, and provide insightful recommendations for business decisions. Apply critical thinking and problem-solving skills to address complex financial challenges.
MINIMUM ENTRY REQUIREMENTS (including access and inclusion)
Entry into this qualification is through any one of the following requirements: 1) NCQF Level 4, Certificate IV or equivalent. 2) Applicants who do not meet the above criteria but possess relevant industry experience will be considered through recognition of prior learning (RPL).

SECTION B QUALIFICATION SPECIFICATION	
GRADUATE PROFILE (LEARNING OUTCOMES)	**ASSESSMENT CRITERIA**
1. Apply relevant professional skills critical in the accountancy profession in accomplishing key organisational tasks or objectives.	1.1 Use ethics and professional scepticism to uphold values and integrity of an organisation and the accountancy profession. 1.2 Communicate effectively at all levels, using oral, written and presentational skills, to achieve positive outcomes. 1.3 Work collaboratively as a member or leader of a team to 1.4 achieve shared goals. 1.5 Gather, interpret and evaluate data in to make effective decisions. 1.6 Analyse a problem, generate options and make recommendations in order to arrive at appropriate solution. 1.7 Use technology and technical information to support the achievement of organisation or team goals. 1.8 Develop business ideas into feasible business plans.
2. Effectively apply ICT skills to accomplish key organisational tasks.	2.1 Create, edit and format a range of documents using appropriate word-processing techniques. 2.2 Develop, edit, query and sort a database. 2.3 Create and use spreadsheets effectively. 2.4 Carry out calculations on spreadsheets using appropriate formulae and functions. 2.5 Format spreadsheets, replicate formulae, and generate charts. 2.6 Use the relevant equipment and software needed to transfer graphics and photographs to documents. 2.7 Access web sites and use search engines to research on various topics. 2.8 Use the latest ICT trends (artificial intelligence, block chains, cyber security, data analytics) with the potential to transform the accountancy profession.

3. Apply accounting principles and prepare financial statements in accordance with set standards and professional ethics.	3.1 Comprehend the role and principles of financial accounting and reporting. 3.2 Record, handle and summarise accounting data. 3.3 Prepare financial statements for sole traders, clubs, partnerships and limited companies. 3.4 Apply the accounting treatment of fixed assets, current assets, liabilities, goodwill, research and development, contingencies and post balance sheet events (including certain international financial reporting standards and international accounting standards). 3.5 Interpret and use financial statements. 3.6 Appraise corporate reporting regulations, and related legal requirements, with respect to presentation, disclosure, recognition and measurement. 3.7 Appraise accounting standards that relate to the impact of changes in accounting policies and estimates. 3.8 Evaluate the impact of underlying assumptions on financial statements. 3.9 Appraise accounting standards that relate to reporting performance: in respect of presentation of financial statements; revenue; operating segments; continuing and discontinued operations; EPS; construction contracts; interim reporting. 3.10 Formulate and evaluate accounting and reporting policies for single entities and groups of varying sizes and in a variety of industries. 3.11 Calculate and disclose amounts to be included in an entity's financial statements from financial and other qualitative data according to legal requirements, applicable financial reporting standards and accounting and reporting policies. 3.12 Assess how different methods of recognising and measuring assets and liabilities can affect reported financial position to make informed decisions.

	3.13 Explain the role of data analytics in financial asset and liability valuation to various stakeholders. 3.14 Prepare financial statements in a form appropriate for use by various interested parties - partnerships, branches, joint ventures, single and group companies. 3.15 Critically appraise the nature and validity of items included in published financial statements to meet the needs of internal and external users. 3.16 Critically appraise the nature and validity of information disclosed in annual reports, including integrated reporting and other voluntary disclosures. 3.17 Produce financial and related information for external reporting.
4. Apply principles behind different auditing requirements in different jurisdictions.	4.1 Plan and execute audit and other assurance engagements in accordance with appropriate audit standards. 4.2 Keep abreast with prospective changes in audit regulation at national and international level. 4.3 Mitigate audit failure, its effects and recommend activities to close gaps between outcomes delivered by audit engagements and the expectations of users of audit reports. 4.4 Adopt the regulatory framework within which an auditor works, including the ethical and statutory considerations. 4.5 Participate in drafting of agreements on the scope and terms of an assurance engagement. 4.6 Formulate an approach suitable for management of assurance engagements. 4.7 Interpret guidelines for adoption of quality control systems at audit firm level and for assurance engagements. 4.8 Select and utilise appropriate computer aided tools to enhance audit efficiency. 4.9 Participate in the process of audit planning including use of appropriate methods to perform risk assessments.

	4.10 Evaluate the impact of risk and materiality in preparing the audit plan and comprehend the guidelines for determination of the nature, timing and extent of audit procedures 4.11 Undertake audit gathering procedures to obtain sufficient and appropriate audit evidence. 4.12 Review subsequent events, going concern assessments and assess management representations regarding the truth and fairness of financial statements. 4.13 Review audit findings and participate in the formulation of reports on internal control deficiencies to be communicated with management. 4.14 Perform relevant assessments on impact of misstatements and scope limitations on audit reports. 4.15 Participate in the formulation of audit reports and interpret the form and implications of audit findings. 4.16 Participate in the audits of non-profit making organisations and customise the nature, timing and extent of evidence gathering as guided by relevant standards. 4.17 Participate in the conduct of other assurance services including reviews of prospective financial information, forensics and due diligence engagements.
5.Compute tax liability of incorporated and unincorporated businesses entities and evaluate the tax effect/impact of various transactions.	5.1 Assess the operation of the Botswana tax system. 5.2 Compute the income tax liabilities arising on individuals and unincorporated businesses. 5.3 Compute corporation tax liabilities for individual companies. 5.4 Compute the chargeable gains arising on individuals and corporate taxpayers. 5.5 Minimise/defer tax liabilities by identifying/applying relevant exemptions, reliefs and allowances. 5.6 Identify legal and ethical issues arising from tax work undertaken, explain the significance of these issues and provide guidance to stakeholders in given scenarios.

	5.7 Offer advice to individuals on advantages and disadvantages of being self-employed compared with being an employee for tax purposes. 5.8 Outline the principles and scope of Value Added Tax. 5.9 Solve unstructured problems, which draw on the interaction of taxes between income, profits and capital. 5.10 Analyse the impact of transactions on the preparation of personal and corporate tax computations and returns. 5.11 Prepare tax returns in compliance with the requirements of various legislation and communicate with appropriately with tax authorities. 5.12 Conduct tax planning reviews. 5.13 Handle investments, pensions and trust accounts. 5.14 Use computers to carry out any of the functions relating to tax.
6. Prepare budgets and forecasts and evaluate performance management and information operations to improve organisational efficiency.	6.1 Analyse and evaluate information in the workplace. 6.2 Apply concepts and principles flexibly in a variety of circumstances in the workplace. 6.3 Interpret performance results and give feedback to inform organisational direction. 6.4 Critique proposed solutions or practices in the workplace to aid performance improvement. 6.5 Review the objectives of management accounting and its role as part of a business information system. 6.6 Apply the meaning of the accounting implications of trends in management accounting such as world class manufacturing and total quality management. 6.7 Evaluate the nature of information, its sources and analysis required for the operation of a management accounting system. 6.8 Assess the planning and control uses of standard costing, budgeting and variance analysis.

	6.9 Identify relevant costs and appropriate techniques for decision-making and use them in various decision-making situations. 6.10 Implement a range of product-pricing methods applicable in particular market situations. 6.11 Assess the characteristics of strategic management accounting decisions. 6.12 Apply performance measures appropriate to different business situations.
7. Apply the principles of business law to complex issues/problems in the field of Accounting and Finance	7.1 Identify the main sources of law and explain how legal rules emerge in the legal system to relevant stakeholders. 7.2 Use various statutes which affect the accountant's work for compliance. 7.3 Analyse the general principles of the law of contract. 7.4 Compose simple business. 7.5 Assess the major legislative and common law principles which govern employment relationships and advise accordingly. 7.6 Evaluate the formation of a company covering share and loan capital. 7.7 Evaluate the management and administration of a company with respect to directors, company secretaries, and auditors and company meetings. 7.8 Identify and affiliate to relevant external regulatory bodies for professional growth and relevance.
8. Make informed financing, investment and dividend decisions for the sustenance of an organisation.	8.1 Identify and advise upon appropriate finance requirements. 8.2 Evaluate financial risks facing a business and advise upon appropriate methods of managing and quantifying those risks. 8.3 Provide valuations for businesses and securities. 8.4 Advise upon investment and distribution decisions.

	8.5 Evaluate ethical implications of an entity's financial strategy and suggest appropriate courses of action to resolve any ethical dilemmas that may arise.
9. Contribute towards strategy formulation and implementation/execution**.**	9.1 Analyse and interpret data and information and present reasoned conclusions. 9.2 Diagnose and formulate appropriate solutions to problems which indicate commercial awareness. 9.3 Exercise judgement drawing on technical, political and commercial awareness in developing and evaluating alternatives and in proposing solutions to problems. 9.4 Adapt to new systems and circumstances relating to the accounting profession. 9.5 Communicate analyses and conclusions effectively and with sensitivity for different purposes and to contrasting audiences with due emphasis on social expectations. 9.6 Identify characteristics of big data and the different types and sources of data. 9.7 Use data analytics to solve complex organisational issues or problems. 9.8 Identify different types of cyber risk and attack and advice on steps organisations can take to improve cyber security. 9.9 Identify features and uses of cloud accounting, the internet of things and distributed ledger technology. 9.10 Use different types of information systems, with reference to financial systems as part of decision-making process in the organisation. 9.11 Evaluate performance of information systems and advice accordingly. 9.12 Develop procedures to enable systems maintenance to be carried out in an accurate and timely manner.

10. Conduct business research in the field of Accounting, Auditing, Taxation or Managerial Finance to improve operations. .	10.1 Identify a business research problem and develop relevant research questions. 10.2 Write a research proposal. 10.3 Critique literature review related to relevant business area. 10.4 Collect and analyse data applying credible research methods. 10.5 Gather, interpret and evaluate data to make effective decisions. 10.6 Analyse a problem, generate options and make recommendations to arrive at appropriate solutions. 10.7 Compile a comprehensive and logical research report. 10.8 Recognize and apply principles of research ethics.
11. Apply ethical principles to resolve ethical dilemmas facing professional accountants in public practice and in managerial finance positions.	11.1 Identify, analyze, and resolve ethical dilemmas using established ethical decision-making models. 11.2 Use knowledge of relevant regulatory frameworks and ethical codes applicable to the accounting profession and comply with these regulations in professional practice. 11.3 Promote ethical practices and advocate for ethical behavior within organisations. 11.4 Communicate ethical dilemmas in a manner that allows for timely and sufficient resolution.

SECTION C		QUALIFICATION STRUCTURE				
COMPONENT	**TITLE**	**Credits Per Relevant NCQF Level**				**Total Credits**
		Level [5]	**Level [6]**	**Level [7]**	**Level [8]**	
FUNDAMENTAL COMPONENT Subjects/ Courses/ Modules/Units	Business Communications and Academic Skills	20				20
	Business Management	20				20
	Information & Communication Technology	15				15
CORE COMPONENT Subjects/Courses/ Modules/Units	Accounting		20	20		40
	Introduction to Audit and Assurance			20		*20*
	Cost Accounting		20			20
	Principles of Taxation		*25*			25
	Computerized Accounting		20			20
	Management Accounting			20		20
	Tax Compliance			30		*30*
	Financial Accounting			20		*20*
	Financial Reporting			30		*30*
	Business Law			20		*20*
	Audit & Assurance			40		*40*
	Research Methods			20		*20*
	Financial Management				40	*40*
	Practical Work Experience			40		40
	Strategic Management				40	*40*
	Research Project			40		*40*

STRANDS/ SPECIALIZATION	Subjects/ Courses/ Modules/Units		**Credits Per Relevant NCQF Level**			**Total Credits**
		Level [ ]		**Level [ ]**	**Level [ ]**	
1.						
2.						
Electives						

SUMMARY OF CREDIT DISTRIBUTION FOR EACH COMPONENT PER NCQF LEVEL	
TOTAL CREDITS PER NCQF LEVEL	
NCQF Level	**Credit Value**
5	**55**
6	85
7	300
8	80
TOTAL CREDITS	**520**

Rules of Combination:

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

The Bachelor of Commerce in Chartered Accountancy comprises 520 credits and takes 4 years to complete under the normal full-time mode of study.

The credit combination for this qualification is from 55 fundamental components and 465 core components

distributed across levels as follows:

Fundamental Component: 55 credits at NCQF Level 5

Core Component: 85 credits at NCQF Level 6

300 credits at NCQF Level 7

80 credits at NCQF Level 8

There are no elective components.

ASSESSMENT ARRANGEMENTS
All assessments leading to the award of the qualification should be based on learning outcomes and associated assessment criteria. i. **Formative Assessment** Formative assessment whilst critical will not contribute to the final mark. Students must partake in the prescribed formative assessment to qualify for summative assessment, however, the weightings for the formative assessment is 0% of the Final assessment mark. ii. **Summative Assessment** • Final examinations The weighting of summative assessment is 100 % of the Final assessment mark
MODERATION ARRANGEMENTS
There will be both internal and external moderation, conducted by professionals registered by Botswana Qualifications Authority as Moderators.
RECOGNITION OF PRIOR LEARNING
There is a provision for the Award of the qualification through Recognition of Prior Learning, RPL. This will be done with reference to the institution's policy which shall be aligned with the National RPL policy.
CREDIT ACCUMULATION AND TRANSFER
There is a provision for the Award of the qualification through CAT. This will be done with reference to the institution's policy which shall be aligned with the BQA National CAT policy.
PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)
Horizontal Articulation: • Bachelor of Commerce in Finance • Bachelor of Commerce in Banking & Finance • Bachelor of Commerce in Management Accounting • Bachelor of Commerce in Forensic Accounting

Vertical Articulation:

- Botswana Chartered Accountancy Qualification
- Association of Chartered Certified Accountants, ACCA
- Chartered Institute of Management Accountants, CIMA
- Master of Commerce in Accounting
- Master of Business Administration (MBA)
- Master of Science in Finance

Employment Pathways

- Financial Advisor
- Public accountant
- Tax Practitioner
- Accountant
- Auditor
- Commercial manager
- Business manager
- Business consultant
- Business director
- Corporate finance
- Financial Analyst

QUALIFICATION AWARD AND CERTIFICATION

To be eligible for the award of the Bachelor of Commerce in Chartered Accountancy, candidates should have obtained a minimum of 520 credits and completed the required practical work experience.

There will be the issuance of a certificate and an official transcript at the award.

SUMMARY OF REGIONAL AND INTERNATIONAL COMPARABILITY

A comparative analysis was conducted between the University of Cape Town in South Africa, which offers Bachelor of Commerce Specialising in Financial Accounting: Chartered Accountant as well as the Federation University of Australia, which offers Bachelor of Professional Accounting.

The University of Cape Town Bachelor of Commerce specializing in Financial Accounting; Chartered Accountant is a 3-year duration degree made up of 446 credits from core modules. The Chartered Accountant stream is designed for the students who are interested in qualifying as Chartered Accountants, registered with South African Institute of Chartered Accountants. The students are prepared for the PGDA and SAICA's Qualifying Professional Examinations. The proposed Bachelor of Commerce in Chartered Accountancy which is a four-year duration qualification and has a total of 520 credits.

The Federation University of Australia offers a 3-year Bachelor of Professional Accounting qualification which is a comprehensive course designed for people with an aptitude for numbers and desire to forge a career in professional accounting. The Bachelor of Professional Accounting is recognised by Chartered Accountants Australia and New Zealand enabling students to pursue a pathway to qualification as a professional accountant. The degree is also accredited with the Tax Practitioners Board allowing graduates a streamlined pathway to becoming a registered tax agent. The programme has 340 credits which are made of core modules and an additional 60 credits which are elective.

Similarities

Intended purpose: By analysis the proposed qualification compares well with the two qualifications as all the three are intentional in preparing students for professional career in accounting and are thus different from general academic accountancy qualifications as such they are recognised by governing bodies of accountants in their respective countries.

Main learner - exit outcomes: the learner exit outcomes for all the three qualifications are similar since they are generally focused on producing graduates who can apply relevant professional skills critical in the accountancy profession in accomplishing key organisational tasks or objectives as well as applying knowledge of accounting and practice in financial accounting management accounting, taxation, audit and assurance.

Module profile

The core subjects for all these qualifications include Accounting, Taxation, Law, Auditing and Finance. For the proposed Bachelor of Commerce in Chartered Accountancy and the Federation University of Australia Bachelor of Professional Accounting qualification students undertake practical placement internship or project. This element of the qualification enables students to gain the practical experience while also learning.

Differences

Duration

The University of Cape Town and the Federation University of Australia degree programmes are for 3 years while the BICA Bachelor of Commerce in Chartered Accountancy Degree is 4 years.

Elective modules

The Bachelor of Professional Accounting from the Federation University of Australia contain modules which are optional but compulsory under proposed qualification such as (1) Managerial Research Methods; (2) Designing Effective Organisations; (3) Business Communications; (4) Work Integrated Learning; (5) Industry Experience and (6) Business Internship.

REVIEW PERIOD

This qualification will be reviewed after 5 years upon registration. However, the qualification can still be reviewed any time sooner than 5 years as and when a need arises given the fast-changing nature within the accountancy profession.

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**	