

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION								SECTION A
QUALIFICATION DEVELOPER		Botswana Accountancy College						
TITLE		Certificate V in Finance for Non-finance Managers				NCQF LEVEL	5	
FIELD:	Business, Commerce and Management Studies		SUB-FIELD	Finance Management				
New Qualification		✓		Review of existing qualification				
SUB-FRAMEWORK		General Education			TVET	✓	Higher Education	
QUALIFICATION TYPE		Certificate		✓	Diploma		Bachelor	
		Bachelor Honours			Master		Doctor	
CREDIT VALUE: 120								
RATIONALE AND PURPOSE OF THE QUALIFICATION								
<p>Financial skills are indispensable for the success of businesses and individuals (Solomon, 2018). It is imperative that these skills and financial knowledge are a pre-requisite for all professionals and managers including those who do not hold a professional qualification in finance. Across the public and private sector in Botswana, there managers who do not have qualifications in finance, yet they are tasked with heading operations in which finance issues are major part in decision making. The qualification is necessary to upskill and retool these professionals since finance skills are key to the realization of the objectives of any organization. Indeed, the Human Resource Development Council (HRDC) skills sector analysis report of 2016 lists finance as one of the key areas that require training and skills upgrade (HRDC, 2016).</p> <p>Financial knowledge and skills produce quality decisions that maximize stakeholders' value and contributes towards financial stability and growth of organizations (Mahendorf 2014). According to Phatshwane and Mbekomize (2017), the lack of basic fiscal and financial management knowledge has been identified as a major source of inefficiencies and wasteful expenditure in Botswana. This course is designed to mitigate such wastage in an organization's resources by imparting the right skills to non-finance managers in their daily encounter with diverse aspects of finance at every level of their managerial responsibilities which has the added advantage of reinforcing their job profiles in addition to providing them with a professional qualification.</p> <p>The qualification is also designed to support professional development and practice in a wide range of roles in finance in addition to digital literacy skills and critical thinking. In addition, it is an interactive and practical qualification developed to equip business managers with the capacity and insight to make decisions that yield better financial results.</p> <p>The purpose of this qualification is to produce graduates with broad technical knowledge, skills, and competences to:</p> <ul style="list-style-type: none"> • Apply the main components of a typical set of financial statements or annual report • Prepare and interpret Basic Financial statement 								

- Prepare and interpret Management accounts.
- Operate effectively in a financial environment and contribute to financial decisions.
- Prepare taxation.
- Operate following proper governance rules.

ENTRY REQUIREMENTS (including access and inclusion)

- A Certificate IV NCQF level 4 or equivalent.
- Recognition of Prior Learning (RPL) and Credit Accumulation Transfer (CAT) are applicable.

QUALIFICATION SPECIFICATION

SECTION B

GRADUATE PROFILE (LEARNING OUTCOMES)

ASSESSMENT CRITERIA

LO 1: Demonstrate financial skills in a business environment.

- 1.1 Prepare various books of accounts that are needed by an organisation.
- 1.2 Prepare basic financial statements for an organisation.

LO 2: Use financial information to make well-informed business decision.

- 2.1 Prepare basic budget for an organisation.
- 2.2 Prepare basic management accounts to inform decision making.

LO 3: Monitor company performance through analysis of financial documents in order to make informed business decision.

- 3.1 Collect performance related financial information.
- 3.2 use tools and techniques to analyse financial data for decision making.
- 3.3 Recommend appropriate actions based on the analysed information.

LO:4 Demonstrate skills in business financing and investment in order to achieve stakeholders' expectations.

- 4.1 evaluate financing options available to an organisation.
- 4.2 Recommend financing options to meet organisational goals.
- 4.3 Assess investments opportunities and suggest the best option to meet desired outcome.

LO:5 Demonstrate taxation skills applicable to organisational and individual situation.

- 5.1 Prepare tax returns, payments, necessary paperwork, and reports for an entity.
- 5.2 Determine tax savings and recommend strategies to improve profits.
- 5.3 Keep track of industry trends and changes related to taxes.

LO: 6 Demonstrate the necessary skills of operate in an environment of business integrity	6.1 Assess and manage business risk. 6.2 Evaluate business and personal ethical threats and apply measure to eliminate the threats. 6.3 apply corporate governance skills in operating an organisation.
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QUALIFICATION STRUCTURE			
			SECTION C
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Module Titles	Level	Credits
	N/A		
CORE COMPONENT Subjects / Units / Modules /Courses			
	1. Foundation of Business and Accounting	5	20
	2. Management Accounting	5	20
	3. Analysis of Financial Statements and Valuation	5	20
	4. Finance and Investment Appraisal	5	20
	5. Taxation	5	20
	6. Risk, Ethics and Corporate Governance	5	20
	TOTAL CREDITS		120
ELECTIVE COMPONENT Subjects / Units / Modules /Courses			
	N/A		
Rules of combinations, Credit distribution (where applicable): N/A			
The rules of combination are as follows: Fundamental components Level 4 N/A Core components Level 5 120 Credits Elective components N/A Total 120 credits			

ASSESSMENT AND MODERATION ARRANGEMENTS

Assessment strategies Arrangements

Both formative and summative assessment form part of the qualification assessment methods. The assessment components and weighting in this qualification is 100% coursework.

Moderation Arrangements

There will be internal and external moderation for the qualification. Assessors and moderators must be BQA registered and accredited. Both internal and external moderation will be done in-line with the moderation policy of the Institution

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be used for award in accordance with the National and ETPs RPL and CAT policies.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal articulation

1. Certificate V in Managing Financial Risk
2. Certificate V in Financial Management for Non-Finance Managers.

Vertical articulation

1. Diploma in Business Studies
2. Diploma in Accounting.

Employment pathway

1. Junior Investment accountant,
2. Junior financial accountant,
3. Junior Tax accountant

QUALIFICATION AWARD AND CERTIFICATION

The learner must meet the minimum credit requirement of 120 be awarded with a Certificate V in Finance for Non-Finance Managers and be issued a certificate and transcript

REGIONAL AND INTERNATIONAL COMPARABILITY

There are no qualifications in Certificate V in Finance for non-Finance Managers both regional and international to compare this qualification against

This qualification has been pitched as a credit bearing qualification to allow learners to have ample time to grasp the concepts taught. The learner will have a deep understanding of finance concepts as well as practical finance skills due to the number of credits in the qualification. It also provides an opportunity to learners to accumulate credits redeemable once the learner goes for progression. It is framed to cater for both finance for non-finance managers but also for entrepreneurs who need more finance skills



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REVIEW PERIOD
The qualification will be reviewed every 5 years.