Botswana Institute of Banking & Finance

*Transforming future capability*

# CERTIFIED DATA PROTECTION OFFICER

STUDENT GUIDE

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## 1.0 INTRODUCTION

The Handbook sets out a range of information about the Certified Data Protection Officer training offered by BIBF. The provisions set out in this guide are based on different BIBF policies compiled into a guide for ease of reference. The information is designed to support you throughout the training. For further course enquiries please contact: enquiries@bibf.ac.bw

## 2.0 COURSE OVERVIEW

### 2.1 Duration

10 days continuous intensive training – full time day ( 2 weeks)
5 days a week, for 6 weeks – evening classes

### 2.2 Purpose of Course

The purpose of this course is to prepare participants to acquire the necessary knowledge and skills, as well as to develop the competence to perform the role of the data protection officer in a compliance program implementation within organisations handling personal data. Participants will gain knowledge and requisite skills such as understanding data protection laws and regulations, implementing data protection principles, managing risks, conducting data privacy impact assessments (DPIAs), and responding to data breaches.

### 2.3 Course Learning outcomes

After completion of the course, participants should be able to:

- o Apply the Data Protection Act, 2024 and related regulations to ensure compliance.
- o Implement core data protection principles in organizational practices.
- o Assess and mitigate data processing risks using structured approaches.
- o Conduct and integrate DPIAs into data protection strategies.
- o Manage data breaches effectively, including notification and response planning.
- o Understand and fulfil the DPO role, including advisory and regulatory liaison duties.
- o Develop and enforce data protection policies and procedures.
- o Monitor and audit compliance to ensure ongoing effectiveness.
- o Uphold ethical standards, balancing privacy rights with organizational needs.
- o Adapt to evolving data protection trends and technological changes.

### 2.4 Course Content

i. Understanding Data Protection Laws and Regulations
ii. Principles of Data Protection
iii. Risk Management
iv. Data Privacy Impact Assessments (DPIA)
v. Data Breach Response
vi. Role and Responsibilities of a DPO
vii. Implementing Data Protection Policies and Procedures
viii. Ethical Considerations
ix. Emerging Trends and Best Practices
x. Assessment and Certification

### 2.5 Accreditation/Recognition

The course is recognized by the Human resource Development Council

## 3.0 CHANNELS OF COMMUNICATION

- Enquiries@bibf.ac.bw

## 4.0 KEY ASSIGNMENTS

- Assignment 1
- Assignment 2
- Test
- Examination
- Release of results
- Certificate issuance

## 5. REGISTRATION PROCESS AND PROCEDURES FOR ATTENDING CDPO COURSE BY THE STUDENT

5.1 The course fee shall be paid in advance.

5.2 The student must fill and submit a booking form provided by BIBF. The student will also sign a declaration indicating that they will abide by the CDPO regulations.

5.3 Leaners Management system (Moodle Access)

- All students enrolled in the CDPO course will be registered in Moodle.
- The student will provide the necessary details to enable registration on Moodle
- Moodle Login details for access to course materials will be provided a week before the commencement of the course.
- Moodle will also provide links to assignment submissions, access to continuous assessment marks, as well as the link to the examinations.

5.4 Before commencement of the course students will be given a brief orientation to ensure that they are familiar with the core requirements of the course.

## 6.0 LEARNING AND TEACHING

6.1 Every student is expected to attend all learning and assessment sessions prescribed for the course, complete and submit prescribed work as required. A daily student atten dance register will be kept to monitor attendance.

6.2 Students are expected to pay particular attention to the course outline and the requirements for successful completion.

6.3 A student who is unable to attend learning and assessment sessions due to circumstanc-es beyond their control shall notify the Course Coordinator as soon as possible. Absence due to illness should be supported by a Doctor's sick note.

6.4 A student who fails to submit an assignment on the required day shall forfeit marks as outlined below:

- Work submitted up to one (1) day after the assessment deadline (date and time) will be marked, but 20% will be deducted.

- Work submitted three(3) days late will be capped at 50%.

- Work submitted more than three(3) days late will not be accepted as a valid attempt

and a mark of zero will be recorded.

6.4 Students will be expected to complete a module and lecturer evaluation form at the end of the teaching to provide feedback for continuous improvement.

## 7. ASSESSMENT

The assessment focuses on both formative and summative assessment strategies.

### 7.1 Formative Assessment

This will be aligned to the learning outcomes. Formative assessment or continuous assessments include tests, role presentations and assignments. These forms of assessment will contribute to 40% of the final grade. Formative assessment for this programme will comprise

- Test 10% - administered in week 2
- Assignments 1: 15% - submitted end of week 2
- Assignment 2: 15% - submitted a week after end of training.

The test is administered in week 2 of training.

### 7.2 Summative Assessment

This takes the form of final examination written two weeks after the training has been completed. It contributes 60% of the final mark.

**a) Examination Timing & Location**

- **Held 3 weeks** after the 10-day training period.
- Conducted at **BIBF premises in Gaborone** but arrangements can be made for those outside Gaborone.

**b) Format & Platform**

- **Language:** English.
- **Mode:** Online via **Moodle.**
- **Structure:** 80 **multiple choice questions** including case studies and scenarios
- **Duration: 3 hours.**

**c) Access & Scoring**

- Students access the exam via a **link.**
- **Instant feedback:** Marks shown after each question.
- **Final score:** Total correct answers displayed at the end.
- **Pass mark:** 64 correct answers (80%).

**d) Special Considerations**

- Students unable to write due to **health issues** may defer to the next group **without extra fees.**
- **15-minute early access** allowed before start time.
- **No rescheduling or cancellation** allowed within **72 hours** of exam.

**e) Rules & Conduct**

- **No cell phones or foreign materials** allowed in exam room
- Students **must stay in the room** until they finish the exam.
- **Valid ID** required as per Institute's policy on examinations and invigilation.

### 7.3. Learner Achievement

The pass mark for the courses is 80%. This is calculated by adding the continuous assessment component (CA) and the examination component at a ratio of 2:3.

### 7.4 . Supplementary Assessment

7.4.1. A learner who achieves a percentage score between 70 -79 will qualify for a supplementary examination.

7.4.2. A student undertaking this component will not be required to pay additional fees.

7.4.3. A learner shall be required to obtain at least 80%. Any mark more than 80% will be capped at 80.

7.4.4. The continuous assessment and the examination marks are set aside and only the supplementary score is considered and will become the final grade.

### 7.4 Retake

7.3.1. A student who obtains a score of less than 70% shall retake the course.

7.3.2. A student who supplements the examination and still fails to obtain the 80% shall retake the course.

7.3.3. A student who retakes the course will have to pay the full amount for the course.

## 8.0 Certification

8.1. A student who has satisfied the course requirements, will receive a certificate of successful completion.

8.2. Certificates are issued within five (5) days after releasing the results.

8.3. A student will also be issued provided with transcript bearing his or her names indicating the overall mark at the top, module overview, learning outcomes and syllabus content.

## 9.0 Academic Misconduct

9.1. The following shall constitute academic misconduct and shall result in possible disqualification from the training or assessment.

9.1.1 Use of generative AI / tutorial services /company to produce assignments and projects to gain unfair academic advantage.

9.1.2 Taking into assessment room unauthorized materials and consulting such.

9.1.3 copying.

9.1.4 coming more than 30 minutes late to an assessment.

9.1.5 Disturbing during an assessment session.

**9.2 Sanctions against misconduct**

Any student found responsible for misconduct will be subject to disciplinary sanctions. The process for dealing with suspected cases of malpractice/ misconduct and the application of sanctions are set out in the Students Code of Conduct. The range of sanctions which may be applied to a student by the Malpractice Committee includes the consideration of the case via a disciplinary hearing, whereby further sanctions may be applied.

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