

BQA NCQF Qualification Template

DNCQF.FDMD.GD04

Issue No.: 01

QUALIFICATION SPECIFICATION							
SECTION A							
QUALIFICATION DEVELOPER		Gaborone Institute of Professional Studies (GIPS)					
TITLE	Bachelor of Commerce in Purchasing and Supply-Chain Management					NCQF LEVEL	7
FIELD	Business, Commerce and Management Studies		SUB-FIELD	Purchasing and Supply Chain Management			
NEW QUALIFICATION		X	Review of existing qualification				
SUB-FRAMEWORK		General Education			TVET		Higher Education
QUALIFICATION TYPE		Certificate			Diploma		Bachelor
		Bachelor Honours			Master		Doctorate/ PhD
CREDIT VALUE						496	
RATIONALE AND PURPOSE OF THE QUALIFICATION							
<p>RATIONALE</p> <p>The National Scarce Skills List of 2013 (HRDC:2013) recognized the accompanying purchasing and supply related careers traversing an assortment of word-related groupings that ought to be procured and created to address Botswana's abilities needs in this field of specialization:</p> <ul style="list-style-type: none"> • Purchasing and Supply professionals in the Construction, Distribution and Production divisions. • Purchasing and Supply executives in the Events, Hospitality, Retail, and Service areas. • Purchasing and Supply experts in the Air and Marine transport divisions. • Professionals in Purchasing, Supply, Transport and Dispatch Administrators divisions. <p>The extent of the shortage of these aptitudes and their related callings run from 70 to 9235, with most surpassing 2000 (Statistics Botswana 2017). Far reaching criticism from managers and job players, for example, the Road Freight Association (RFA), the Botswana Air Force (BAF) resounded these discoveries. Moreover, there are not many formal capabilities offered by either open or private suppliers. The Human Resources Development Council (HRDC) Top Occupations in High Demand (2016), embraces all elements of skills development and planning for citizen empowerment and skills development. There is great contribution to the Commerce and Industry as graduates who complete the qualification are eligible for employment at junior, senior and corporate management. The Institution is closing the gap of the shortage</p>							



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of Purchasing and Supply Managers and Business Developers in the Nation. The articulation and progression pathways are well facilitated globally and nationally as the students who complete the B. Com in Purchasing and Supply Chain Management accredited by BQA are internationally recognized.

PURPOSE

The reason for the Qualification is to produce graduates with a wide scope of expert, professional and industry-explicit scholarly abilities, learning and functional aptitudes to have the option to fundamentally break down, decipher and develop purchasing and supply networks. The candidates ought to have the option to take choices with regards to purchasing and additionally Supply network association, to break down important data, and produce creative reactions dependent on educated judgment to concrete however frequently new issues.

The qualification will furnish the student with a scope of basic learning and skills in fields, for example, business interchanges, data frameworks, and monetary administration. Besides, it will likewise furnish the student with nitty-gritty learning about general administration standards and explicit purchasing and Supply network standards. Handy basic leadership abilities will be encouraged by methods for contextual analyses which will require a basic circumstance examination, the choice, and elucidation of significant data and the usage of choices.

Students will be required to attempt examinations in the purchasing and supply field, including assessing various wellsprings of data, social occasion and translating fitting data and imparting complex data dependably and reasonably, utilizing Purchasing and supply network configurations and advancements.

ENTRY REQUIREMENTS (including access and inclusion)

- Certificate IV, NCQF level 4 in General Education (e.g. Botswana General Certificate of Secondary Education, International General Certificate of Secondary Education with the best 6 subjects with a C, or better in English and Mathematics).
- NCQF level 4, Certificate IV in TVET
- Diploma in Purchasing and Supply Chain Management/ Equivalent for entry with exemptions.



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- Advanced Diploma in Purchasing and Supply Chain Management/ Equivalent for entry at Top up Degree Programme.
- Maturity Entry with NCQF Level IV and passes in English and must have at least 2 years' experience in Purchasing and Supply Chain Management and a letter from employer confirming experience and Training on the Job.

QUALIFICATION		SPECIFICATION	
SECTION B			
GRADUATE PROFILE (LEARNING OUTCOMES)		ASSESSMENT CRITERIA	
On successful completion of the B. Com Purchasing and Supply Chain Management students shall:			
1.1.0 Demonstrate knowledge, applied competence and skills related to general management principles.		<p>1.1.1 The elements of organisation design and the authority relationships in organisations are identified and analysed.</p> <p>1.1.2 All aspects of the planning process that include goal setting, strategic planning and function of managers are applied.</p> <p>1.1.3 The rational decision-making model to make effective decisions is used</p>	
2.1.0 Demonstrate knowledge and skills in the field of purchasing and supply chain management.		<p>2.1.1 The knowledge and skills pertaining to the operational processes and management of purchasing and supply function in the organisation are applied.</p> <p>2.2.2 Strategic management of the supply base, including the selection and evaluation, are utilised in accordance with the strategic sourcing approach.</p> <p>2.2.3 The areas of application in purchasing and supply management, including purchasing capital equipment, purchasing from small businesses and purchasing services, are identified and applied</p>	

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<p>3.1.0 Design a framework for risk management, involving identification of events or circumstances relevant to the organisation's objectives.</p>	<p>3.1.1 Describe the nature of risk affecting purchasing and supply chains.</p> <p>3.1.2 Evaluate how effective project management can mitigate risks in supply chains.</p> <p>3.1.3 Assess the main processes in managing risk in purchasing and supply chains.</p> <p>3.1.4 Be able to propose risk management strategies to mitigate risks</p>
<p>4.1.0 Recognise of the role of the purchasing and supply management function within an organisation.</p>	<p>4.1.1 Describe the purchasing and supply chain models as they affect both the internal and external elements of the business.</p> <p>4.1.2 Describe the planning, organising and controlling of resources needed to improve quality, efficiency and costs, of both product and service operations.</p> <p>4.1.3 Analyse the factors that influence purchasing and supply chain network structure, purchasing and supply management business processes and decisions.</p> <p>4.1.4 Recognise the interaction between supply management and other functional areas of business.</p>
<p>5.1.0 Demonstrate ability to conduct on-going improvement and optimization of purchasing and supply chain and its processes.</p>	<p>5.1.1 Management functions and activities are applied to optimize purchasing and supply chain and its processes.</p> <p>5.1.2 The latest trends in leadership are</p>

	<p>understood and applied to the functions, activities and principles within purchasing and supply chain.</p> <p>5.1.3 Demonstrate an understanding of team work as an approach is used to optimise supply chain processes.</p>
6.1.0 Discuss the key concepts and processes in purchasing and supply management.	<p>6.1.1 Examine the role and function of purchasing and supply management.</p> <p>6.1.2 Recognise the industry related acronyms, terms, processes, organization structures, job descriptions and customer-supplier relationships that pertain to purchasing and supply management.</p> <p>6.1.3 Realize the importance of purchasing and supply management in modern day business.</p> <p>6.1.4 List the major process steps typically involved in purchasing and supply management.</p> <p>6.1.5 Use basic purchasing and supply management decision making for problem solving.</p> <p>6.1.6 Define and use insourcing, outsourcing, make vs buy, cost management, and negotiation skills to minimize costs in purchasing and supply management.</p>
7.1.0 Ensure the availability of appropriate resources and competitive infrastructure to deliver the procurement and supply chain strategy.	<p>7.1.1 An understanding is demonstrated of the strategic sourcing process.</p> <p>7.1.2 Forecasting techniques are used to forecast the demand for products and services in order to optimize operational and distribution</p>

	<p>plans and activities.</p> <p>7.1.3 International purchasing and supply processes and counter-trade transactions are used to secure appropriate resources.</p> <p>7.1.4 An explanation is given of how relationships with purchasing and supply chain stakeholders are established that will benefit the effectiveness of the total supply chain.</p> <p>7.1.5 Strategies are developed to optimize supply chain procurement operations and ensure customer satisfaction.</p> <p>7.1.6 Capacity planning is conducted in order to balance supply and demand.</p> <p>7.1.7 An understanding is demonstrated of the in/outsourcing decision and the implications of such a decision.</p>
8.1.0 Develop and oversee the implementation of an operational strategy as it pertains to purchasing and supply operations.	<p>8.1.1 An explanation is given of the various operational processes in terms of their impact on the operational strategy, the organisation and the supply chain.</p> <p>8.1.2 Fundamental principles of risk management are applied to supply chain management.</p> <p>8.1.3 A strategy is developed which optimizes operational supply and flow.</p> <p>8.1.4 An implementation monitoring plan is draw up for the operational strategy.</p> <p>8.1.5 Production activities are planned in order to</p>

	satisfy demand
9.1.0 Gather, process and record relevant information and compile basic statements of comprehensive income, statements of changes in equity and statements of financial position.	<p>9.1.1 The nature of accounting theory, principles, accounting policy, practice and procedures are applied.</p> <p>9.1.2 The concepts of income and expenditure to determine the gross and net profits (or losses) and the effect thereof on owner's equity are explained.</p> <p>9.1.3 Transactions in the books of an entity are analysed, recorded and statement of financial position from the basic accounting equation are prepared.</p> <p>9.1.4 Ledger accounts, trial balance and financial statements are prepared.</p> <p>9.1.5 The closing-off procedure to determine the profit or loss and financial statements are prepared.</p> <p>9.1.6 The importance of inventory and how entries related to inventory is recorded in the books of an entity are explained.</p>
10.1.0 Solve problems relating to the general principles of the law of contract in Botswana.	<p>10.1.1 General principles of the law of contract within a legal framework are applied to real life situations.</p> <p>10.1.2 Relevant sources to solve legal problems regarding the functioning of the Botswana legal system and the general principles of the law of contract are utilised.</p>



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11.1.0 Demonstrate knowledge of the modern integrated approach to the management of the supply of materials and services to organisations and insight into the impact.	<p>11.1.1 The origins and elements of supply chain management are investigated.</p> <p>11.1.2 The importance of supplier partnerships and strategic alliances are applied.</p> <p>11.1.3 The importance of the customer relations in the supply chain management approach is explained.</p> <p>11.1.4 The overall importance of process integration in supply chain management is discussed.</p>
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QUALIFICATION STRUCTURE			
SECTION C			
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Introduction to Purchasing and Supply	5	12
	Introduction to Business Communication	5	12
	Introduction to Quantitative Methods	5	10
	Introduction to Information Technology	5	12
	Introduction to Accounting	5	10
	Introduction to Management	5	10
	Introduction to Business Law	5	10
CORE COMPONENT Subjects / Units / Modules /Courses			
	Business Economics	5	10
	Procurement and Contract Management	5	10
	Inventory and Logistics Operations	6	10
	Quantitative Methods	6	10
	Cost and Management Accounting	6	10
	Internship	7	80
	Warehousing in the Global Supply Chain	6	10
	Human Resources Management	6	10
	Purchasing and Supply Relationships	6	10
	Managing Risk in Supply Chain	6	10
	Leadership in Purchasing and Supply	6	10
	Business Needs in Procurement and Supply	6	10
	Partnering Arrangements in Supply Chain Management	7	10
	Supply Chain Management	7	10
	Dissertation	7	80
	Freight Transport Industry	7	10
	Supply Chain Diligence	7	10

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	Project Management	7	10
	Research Methods	7	10
	Green Purchasing and Supply	7	10
	E-Purchasing and Supply Chain Management	7	10
	Corporate Strategy	7	10
	Purchasing and Supply Research Project	7	10
	Credits International Purchasing and Supply Management	7	10
ELECTIVE COMPONENT Subjects / Units / Modules /Courses CHOOSE ONLY 4 MODULES	Entrepreneurship Management	7	10
	Marketing Management	7	10
	Purchasing and Supply Environments	7	10
	Purchasing and Supply Operations	7	10
	Corporate Governance and Ethics	7	10
	Gender Issues in Purchasing and Supply Entrepreneurship	7	10
	International Marketing Management	7	10
	Total Quality Management	7	10
RULES OF COMBINATIONS, CREDIT DISTRIBUTION (WHERE APPLICABLE):			
<p>The qualification consists of (Level 5,6 and 7 modules: 496 Credits):</p> <ul style="list-style-type: none"> • Compulsory modules at NCQF Levels 5, 6 and 7: 380 Credits. • Fundamental modules at NCQF Levels 5, 6 and 7: 76 Credits • 4 Elective Modules at NCQF Level 7:40 Credits. <p>Total Credits at NCQF Level 5 = 96 Credits.</p> <p>Total Credits at NCQF Level 6 = 90 Credits.</p> <p>Total Credits at NCQF Level 7 = 310.</p> <p>TOTAL NUMBER OF CREDITS = 496.</p>			

ASSESSMENT AND MODERATION ARRANGEMENTS

INTEGRATED ASSESSMENT:

Assessment is conducted in accordance to the institution's Assessment Policy. In most cases the assessment will consist of a compulsory assignment and mid-semester test per module and one three-hour examination per module.

- Compulsory assignment (15%)
- Mid-semester test per module (15%)
- One three-hour examination per module. (70%)

Formative assessment will take place by means of the assignments that will include evidence of job-related understanding, application and evaluation of knowledge, theory and methodologies. Summative assessment will happen by means of a formal examination process.

1. It is expected that learners will produce a limited research project.
2. Learners receive feedback on all assessments from the assessor within three weeks of assessment.
3. Feedback on assignments is communicated and discussed during contact sessions.
4. In line with the institutional assessment policy, results are confidential.

Additional self and peer assessment exercises are available per module (and units) as formative assessments and are utilised during chats, forums and contact classes.

MODERATION ARRANGEMENTS

Moderation takes place in accordance with the institutional Moderation Policy. This Policy provides for a moderation process that verifies that assessments are fair, reliable, valid, practicable and transparent and evaluates assessor performance.

Moderation must include both internal and external moderation of assessments. Moderation should also encompass achievement of the competence described both in individual unit standards, exit level



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outcomes as well as the integrated competence described in this qualification.

INTERNAL MODERATION REQUIREMENTS

Anyone assessing a learner or moderating the assessment of a learner against this Qualification and Unit Standards must be registered as an assessor with the BQA as an assessor/moderator in the field of Purchasing and Supply chain management.

The Examination is set by a team of Examiners who are the Lecturers of the Institution from all branches. The set questions were emailed to the Head Office through the Heads of Departments. They sit down with the module leaders to select the questions which are suitable for that semester's examination according to blooms taxonomy. They would check for the quality of the questions and the pitching of the question, whether they were set using the learning outcomes to ensure all elements regarding the knowledge, skills and competencies are examined.

After, the internal verification process, set questions are uploaded to the Academic Manager who would take the printed question papers to the External moderators for further quality check.

EXTERNAL MODERATION REQUIREMENTS

External moderators are engaged by the institution as consultants for two purposes, that is pre-moderation and post –moderation of papers.

External Moderators are gurus in the field and are subject specialists whom, after receiving the question papers ensure quality and standard of the paper is maintained. They check the consistence of the paper, how questions were articulated starting from lower level to higher level question using the learning outcomes. They may accept or reject the paper if not set according to Blooms taxonomy of cognitive domain. External moderators check the pitching of the question papers. After, the external moderation exercise has taken place the papers are taken to the Institution for corrections and printing for safe storage before the final date of examination.

MODERATION OF ANSWER SCRIPTS.

External moderators have mammoth task to ensure that the answer-scripts are moderated as they constitute or determine the fate of the student. Moderators check and verify whether the examiner was not too lenient, generous on marks or harsh and mean on marks. They ensure that there is:

1. Consistence: The Script versus the marking key.
2. Consistence across all scripts.
3. Correct mark Count per question.
4. Correct Mark Total Count per Script.
5. Correct mark Computation (formulae on mark sheets).
6. Correct transfer of marks to Mark Sheet.
7. Percentage pass rate calculated.

Moderator comments, observations and recommendations are forwarded to the respective Heads of departments. The heads will in turn channel the information to the lecturers in charge of the different papers concerned; the lecturers will be expected to take corrective action on the scripts as per the observations and recommendations of the moderators.

The corrective action is usually in the form of up and/or downgrading the marks, in extreme cases another lecturer may be asked to remark the scripts of a fellow lecturer. This is done in instances where there is a wide discrepancy between the moderator and the marker's marks.

After the corrective action, the department heads must verify if the appropriate corrective action has been taken. Overall, the senate has the oversight duty to make sure that the moderators' comments have been taken into consideration before results publication.

RECOGNITION OF PRIOR LEARNING (if applicable)

RPL is conducted in accordance with the institutional Recognition of Prior Learning Policy. This Policy provides processes and procedures by which RPL is conducted.

The assessment processes involved with RPL are the same as those followed for awarding credits in



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an academic setting. An RPL candidate seeking credits for previously acquired skills and knowledge must still comply with all the requirements as stated in learning modules and learning programmes and qualifications. The difference is the route to the assessment. RPL assessment takes a holistic view of the process of assessment where the context of the learning as well as the context of the person who is being assessed is considered.

Students who do not meet the minimum admission requirements, could, under certain conditions, apply for admission based on recognition of prior learning (RPL).

Access to the Qualification:

NCQF level V Certificate, with endorsement for Degree studies.

Or

Vocational Certificate (NCV) NCQF Level 4, with endorsement for Degree studies.

Or

Applicants who are in possession of a foreign qualification that is equivalent to the NCQF level V Certificate as determined by BQA.

Or

Applicants who are in possession of a Diploma: Purchasing and Supply Management, Transport, or equivalent (NCQF Level 6).

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Horizontal Articulation (related qualifications of similar level that graduates may consider)

Graduates of this qualification may consider pursuing related qualifications (at this level) such as Bachelor of commerce in Logistics and Supply, Bachelor of Business Administration; Bachelor of Commerce in Marketing Management; Bachelor of Commerce in Information and Technology Management and Bachelor of Commerce in Human Resource Management for purposes of multi skilling, retooling, etc.

Vertical Articulation (qualifications to which the holder may progress to)

Graduates may progress to higher level qualifications such as:

1. Post Graduate Diploma in Purchasing and Supply and other related Postgraduate programmes;



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2. The Bachelor of Commerce (Honours) in Purchasing and Supply Chain Management;
3. Masters degree in Purchasing and Supply Chain Management or Logistics and Transportation Management

Graduates will have requisite competencies and attributes to work as:

1. Purchasing and Supply Chain Officer
2. Purchasing and Supply chain consultant
3. Warehouse Officer
4. Procurement Officer
5. Supply Chain Controller
6. Purchasing and Supply Chain Manager
7. Purchasing and Supply Chain Specialist
8. Purchasing and Supply Chain Director

QUALIFICATION AWARD AND CERTIFICATION

Minimum standards of achievement for the award of the qualification

Students must complete 4 years of study in the programme and attain a minimum of 496 credits to graduate. Students who were exempted may take the shorter period of study depending on the level of entry point. For students to graduate they have to pass all the modules of the qualification. That means students cannot pass the subject if they do not pass the Course Work and the Examination. Students should ensure that they fulfil all the requirements for the Course work, otherwise if they do not pass the course work, they are not eligible to sit for the final examination. Students must fulfil the assessments requirements for each subject in the Bachelor of commerce in Purchasing and Supply chain management degree Programme:

- Examination (worth 70%).
- Course Work (worth 30%).

REGIONAL AND INTERNATIONAL COMPARABILITY

1. The RMIT University in Australia/Singapore offers a Bachelor of Business (Logistics and Supply Chain Management) is a four (4) year qualification worth 120 elective credits, which creates abilities in the executives of the worldwide progression of products, administrations, funds and data among associations in worldwide supply chains. The production network the board incorporates business-to-business relationship the executives, worldwide sourcing, stock administration, purchasing, transportation, warehousing, office the executives and materials taking care of.
2. The University of Wollongong in Australia offers a Bachelor of Commerce (B Com) in Supply Chain Management is a three (3) year qualification, (NQF Level 7) worth 399 credits, which creates skills in supply the board, generation and tasks the executives, warehousing, transport the board and production network technique.
3. Other qualifications offered in nations, for example, the University of Nairobi in Kenya likewise offers a Bachelor of Procurement and Supply Chain Management. This is a four-year Degree qualification that gets ready alumni for a profession in the particular field of store network the board over a wide exhibit of enterprises, by giving a strong establishing in both business and inventory network aptitudes. The qualification by and large underscores improvement of abilities in acquisition and sourcing choice, and activities the executives.

In spite of the fact that the capabilities inspected for the most part pursue comparative structures and measures, there are contrasts, however not huge, in that a portion of the capabilities underline on creating skills in obtainment and sourcing, transport and supply while others centre around creating abilities in the entire production network worth chain covering acquirement, warehousing, transport and supply, tasks the board just as all other store network capacities.

As noted over, this qualification by and large contrasts well and every one of the qualifications considered since the leave results spread comparable degree and profundity and are adjusted to



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leave level descriptors normal of this dimension and sort of qualification as done inside the area and past just as abilities required for enrolment and accreditation with expert bodies, for example, Chartered Institute of Purchasing and Supply (CIPS), Chartered Institute of Logistics and Transport (CILT) and Institute for Supply Management (ISM). Be that as it may, what makes this qualification one of a kind and important to the present exceedingly aggressive and evolving condition, is the arrangement for advancement of traits, for example, use of innovation in inventory network the board, cooperation, basic leadership, exchange, peace promotion, working morally, explore work and functional experience (business related connection) which are basic for an alumni with capabilities in Supply Chain Management.

Conclusion:

The Bachelor of Commerce: Supply Chain and Operations Management compares with these international qualifications. The common focus is to equip learners with the critical aspects of supply chain management and prepare learners for employment in a variety of administrative and management roles in various types of organisations. These qualifications cover the foundations and techniques of management, law, supply management, purchasing and procurement.

REVIEW PERIOD

This Qualification will be reviewed after every 5 years.

Other information – please add any supplementary information to help the application for this qualification for NCQF Registration.

N/A