

DNCQF.FDMD.GD04

SECTION A						
QUALIFICATION DEVELOPER		Gaborone University College of Law and Professional Studies				
TITLE	Diploma In Purchasing and Supply				NCQF LEVEL	6
FIELD	Business, Commerce and Management Studies		SUB-FIELD	Purchasing and Supply		
New qualification		✓	Review of existing qualification			
SUB-FRAMEWORK	General Education		TVET		Higher Education	
QUALIFICATION TYPE	Certificate		Diploma		✓	Bachelor
	Bachelor Honours		Master			Doctor
CREDIT VALUE					371	
RATIONALE AND PURPOSE OF THE QUALIFICATION						
<p>RATIONALE:</p> <p>The National Scarce Skills List of 2013 (HRDC:2013) recognized the purchasing and supply related careers as scarce and ought to be procured and created to address Botswana's requirements and needs. Identified fields of specialization include:</p> <ul style="list-style-type: none"> • Purchasing and Supply professionals in the Construction, Distribution and Production divisions. • Purchasing and Supply supervisors in the Events, Hospitality, Retail, and Service areas. • Purchasing and Supply officers in the Air and Marine transport divisions. • Professionals in Purchasing, Supply, Transport and Dispatch Administrators divisions. <p>There is greater need for worker and supervisors or middle level management who have product understanding, financial literacy, business ethics, and e-procurement system to make the supply chain very efficient for increase production and high returns.</p> <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) outline 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 diploma graduates who complete the qualification are eligible for employment at lower and middle management. The Institution is closing the gap of the shortage of Purchasing and Supply professionals in the nation. This was evident from the stakeholder consultation from Business Botswana, the Government</p>						

Procurement Department of the Ministry of Finance, the current and past students who are in various employment. We also consulted the public about the need for lower and middle level management in the purchasing and supply chain.

Purpose

The purpose of this qualification is to produce diploma achievers with a wide scope of expertise and professionalism, who have skills and competencies 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 chain network association, to break down important data, and produce creative reactions dependent on educated judgment to concrete however frequently new issues.

Upon completion of this qualification, candidates will be able to;

- assess various wellsprings of data, social occasion and translating fitting data and imparting complex data dependably and reasonably
- utilize purchasing and supply network configurations and advancements.
- analyse, interpret and understand purchasing and supply chain management principles, processes and procedures
- manage and coordinate all logistical and supply chain functions in an enterprise, ranging from acquisitions, to receiving and handling, through internal allocation of resources, to operations, to the handling and delivery of outputs
- participate effectively in the processes and inter-relationships across the supply chain so as to create sustainable value for organisations.

ENTRY REQUIREMENTS (including access and inclusion)

To be admitted into this qualification, the candidate must have satisfied the minimum conditions for entry outlined below: -

- Certificate IV, NCQF level 4 (General Education or TVET) or equivalent
- Access through RPL and CAT systems will be provided through ETP policies in line with National RPL and CAT Policies

QUALIFICATION SPECIFICATION: SECTION B

GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<ul style="list-style-type: none"> Manage human resources involved with the procurement and supply chain functions 	<ul style="list-style-type: none"> Define management and explain the key functions and roles of managers in the supply chain Describe the development of the management theory Explain the importance of planning, organizing, leading and controlling in the supply chain Explain the importance of effective human resources management Describe good labour practices Describe the process of delegation and its benefits to the manager and the subordinate Explain the role of leadership in supply chain operations
<ul style="list-style-type: none"> Analyze all the elements of the supply chain in terms of integration of the elements and the efficiency of the whole supply chain. 	<ul style="list-style-type: none"> Determine the significance of the role that supply chain management plays within organisations. Determine the relationship between the supply chain function and other departments Analyse the benchmarked supply chain management practices and metrics for inclusion in strategies. Evaluate the impact of supply chain management policies and practices. Analyse the activities in the supply chain to the entire organisation's strategy. Analyse the activities in the supply chain in tandem with the cost management principles
<ul style="list-style-type: none"> Develop strategies to improve the management of functions within the supply chain, supply chain efficiencies and organizational competitiveness. 	<ul style="list-style-type: none"> Determine the impact of Supply Chain on the business or corporate strategy and on the organisation's competitiveness and/or effectiveness. Analyse the resources allocated to the Supply Chain department to support corporate strategy. Determine how supply chain management concepts are included in the overall organisation strategy.

	<ul style="list-style-type: none"> • Assess the Department's culture, structure and power in terms of their influence on the development and implementation of corporate strategy. • Innovate strategies and implement them to continuously improve the business. • Diagnose drivers of change in global supply chains in order to propose strategies to address them and manage change processes directed towards achieving corporate strategy.
<ul style="list-style-type: none"> • Develop plans to implement the supply chain management strategies 	<ul style="list-style-type: none"> • Develop and implement plans in order to execute supply chain management strategies • Evaluate plans to continuously improve the function in order to ensure sustainability of the organisation. • Develop plans to communicate supply chain strategies to stakeholders and strategic partners. • Assess plans to provide a framework to manage business and operational risks. • Develop a performance management plan to monitor, evaluate and report progress against the strategic objectives of supply chain management and the organisation
<ul style="list-style-type: none"> • Assess the importance of logistics, transportation, warehousing, packaging and containerization in supply chains 	<ul style="list-style-type: none"> • Explain material and information flows in an organization; • Identify and explain logistics and supply chain related concepts and terms that are relevant to managing the supply chain; • Identify and analyse various transportation systems for effective and efficient supply chain operations; • Explain the importance and role of warehousing within manufacturing and logistics function; • Explain major warehouse operations and functions; • Assess the importance of packaging and containerization in the total logistics function
<ul style="list-style-type: none"> • Assess a range of processes that help achieve improvements in business performance through its supply chain 	<ul style="list-style-type: none"> • Discuss the dynamics of supply chains • Discuss the contribution technology can make to supply chain performance management • Evaluate the organisational procedures and techniques that can be used in developing and improving supplier

	<p>performance, including the reduction of risk and the introduction of supplier innovations</p> <ul style="list-style-type: none">• Develop an integrated approach to the implementation of supply chain activities which are designed to maximize competitive advantage and reduce risk exposures• Propose systems and techniques to achieve best practice and enhance customer service for all stakeholders
--	---

QUALIFICATION STRUCTURE: SECTION E			
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Principles of Management	5	12
	Principles of Economics	5	12
	Introduction to Business Communication	5	12
	Introduction to Information Technology	5	12
	Business Mathematics	5	12
	Commercial Law	6	15
	Human Resources Management	6	15
	Financial Accounting	7	18
CORE COMPONENT Subjects / Units / Modules /Courses	Introduction to Purchasing and Supply	6	15
	Total Quality Management	6	15
	Managing Supply Chain Risk	6	15
	Sustainable Procurement	6	15
	Supply Chain Diligence	6	15
	Logistics and Transportation	6	15
	Inventory Management	6	15
	Supply Chain Management	7	18
	Strategic Purchasing	7	18
	Marketing Management	7	18
	Managing Supplier Relationships	7	18
	Contract Management	7	18
	Research Methods	6	18
	Research Portfolio	6	20
	Industrial Attachment	6	30
ELECTIVE COMPONENT	NONE		

Rules of combinations, Credit distribution

Credit Distribution:

Level 5 Modules	60 Credits.
Level 6 Modules	203 Credits
Level 7 Modules	108 Credits
Total number of credits	371 Credits

The credit distribution of Level 5, 6, and 7 Fundamental and Core Modules of the Qualification Diploma in Purchasing and Supply

Fundamental Modules	108 Credits.
Core Modules	263 Credits
Total number of Credits	371 Credits

MODERATION ARRANGEMENTS

Assessment

The assessment for this qualification shall comprise of both formative and summative assessments weighted according to institutional guidelines and policies. Both formative and summative assessment processes are accounted for to monitor progress during the qualification and to determine competence of the learners at the end of the qualification.

The formative assessment shall consist of CAs which together will make 60%

Summative assessment shall make up the remaining 40%.

Moderation

All assessment tools shall undergo internal and external moderation. The internal and external moderation shall be conducted in accordance with relevant ETP policies which must be aligned with the National policies. Assessment and moderation shall be conducted by assessors and moderators registered with BQA or any other recognized body.

RECOGNITION OF PRIOR LEARNING

Recognition of Prior Learning (RPL) will be applied for award of this qualification or its components in line with the National RPL policy and guidelines. Recognition takes place only where prior learning corresponds with the required NCQF level, and in terms of applied competencies relevant to the content and outcomes of the qualification.

Credit Accumulation and Transfer

Credit Accumulation and Transfer System (CATS) will also be applied to all in line with National CATS policy and guidelines.

PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**ARTICULATION AND PROGRESSION****Learning Pathway**

The graduates can progress academically, vertical, horizontal or diagonally into the following qualifications.

Vertical Progression

- Bachelor of Commerce in Purchasing and Supply
- Bachelor of Commerce in Supply Chain Management
- Bachelor of Commerce in Export Administration
- Bachelor of commerce in Generic Management

Horizontal Progression

- Diploma in Business Management
- Diploma in Exports Management and Logistics
- Diploma in Dangerous Goods – Multi-Modal Transportation
- Diploma in Entrepreneurship
- Diploma in Marketing

EMPLOYMENT PATHWAYS

On attaining the diploma qualification, the candidate will be able to get employed in the following fields;

- Purchasing Officer
- Distribution Officer
- Buyer
- Material Controller
- Import/Export Officer
- Logistics officer

QUALIFICATION AWARD AND CERTIFICATION**Award of the Qualification**

A candidate is required to achieve the stipulated total credits (minimum 371 credits), inclusive of the fundamental and core unit standards to be awarded the qualification.

Certification

Those satisfy the assessment achievements for this qualification will be issued a Certificate and transcript for the qualification. The certification of the learners at Diploma level will be done at the end of the programme after they have successfully completed the credits.

REGIONAL AND INTERNATIONAL COMPARABILITY

The design of the Diploma in Purchasing and Supply was influenced by national, regional and international trends in the corporate world. Internationally, the Qualification was benchmarked with the Chartered Institute of Procurement and Supply (CIPS, UK) and the Diploma in Purchasing and Supply Management (ICM UK) and the Diploma in Supply Chain Management offered by University of Petroleum and Energy Studies (UPES) Dehradun- India.

Regionally, the qualification was benchmarked with Diploma in Purchasing and Supply Chain Management offered by the Africa Nazarene University in Kenya, Diploma in Purchasing and Supply offered by the University of South Africa (UNISA), and the Diploma in Purchasing and supply regulated by Zambia institute of Purchasing and Supply offered by Zambia College of Pensions and Insurance Trust.

Many countries have established diploma in Purchasing and supply programmes according to standards set by CIPS which is a Chartered institute of Purchasing and Supply professional qualification. This is a world-wide body representing the purchasing and supply professionals. This body established training standards for a Certificate of Professional competence for all the skills relating to it. It appears there are core and electives for the qualification.

Similarities:

The Diploma in Purchasing and Supply compares well with other international qualifications such as Chartered Institute of Purchasing and Supply (CIPS), and 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. At University of South Africa, the qualification is offered at level 6, which is similar to this one. The modules in the qualification are similar in both the UNISA qualification and the proposed.

Most of the institutions benchmarked with share similar modules such as business management, logistics and supply chain management, communication and information technology, business mathematics or calculations, accounting and finance, stores management and stock control, purchasing strategies and purchasing and supply laws.. Some of the modules are named differently, but they share similar contents with the proposed qualification for example materials management, operations chain management, global logistics strategies and innovation in procurement and supply. Some qualifications benchmarked had electives to enable the learner to specialize at this level.

Differences

A significant difference is found on the credit values. Diploma in Purchasing and Supply offered by most of the institutions benchmarked have not stated their credits. At CIPS where it is stated consist of 60 credit and at level 4.at their qualification framework. The proposed qualification is offering at NCQF level 6 with 371 credits.

This qualification has been compared with similar qualifications in the UK, India and Tanzania, South Africa and Zambia as these five countries are considered leaders in purchasing and supply programmed and therefore best suited for comparability as to the standard of this qualification.

The UK: *Chartered Institute of Purchasing and Supply (CIPS)*; The proposed qualification compares with this qualification in terms of the following learning areas:

- Organizational behavior.
- Introduction to information technology.
- Business communication.
- Principles of management.
- Introduction to purchasing and supply.
- Business statistics
- Supply chain management
- Inventory and total quality management
- Negotiation
- Macro economics
- Micro economics, etc.
- Customer services
- Entry requirements.

UK: *Diploma in Logistics and Supply Chain Management Certificate* compares with this qualification in terms of the following learning areas.

In class theory instruction:

- Financial accounting and analysis.
- Management and organizational behavior.
- Introduction to business economics.
- Business communication.
- Purchasing and supply management
- Negotiations
- Supply chain management
- Business ethics and corporate social responsibility.

Zambia Institute of Purchasing and Supply (ZIPS) Zambia: Diploma in Purchasing and Supply. This qualification is made up of the following compulsory Knowledge, Practical Skill and Work Experience modules: this also compares well with the proposed qualification.

Knowledge Modules:

- Purchasing management
- Principles of procurement and supply
- Supply Chain management
- Negotiating
- Business communication and environment
- Business Mathematics
- Business management
- Materials management storage and distribution
- Accounting and financing
- Research methods
- Procurement and supply law

In addition to the qualification structure, the proposed qualification compares well to the CIPS and Unisia qualifications, on the basis of the entry requirements for this qualification. A potential student must complete BGCSE and or equivalent certificate and complete all unit standards in the qualification in order to enrol for this qualification.

Assessment:

The assessment procedures in all the institutions benchmarked appears to be similar except the assessment structure. The components are very much similar of using the formative and summative assessments. However, some institutions differ in their percentage weightings for example while the proposed qualification emphasises industrial attachment, other institutions provide it as optional.

REVIEW PERIOD

The qualification will be subjected to a review every 5 years.