

	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
		Issue No.	01
		Effective Date	04/02/2020

SECTION A: QUALIFICATION DETAILS													
QUALIFICATION DEVELOPER (S)		Cathedral Commercial School											
TITLE	Certificate V in Purchasing and Supply Management								NCQF LEVEL	5			
FIELD	Business, Commerce Management Studies			SUB-FIELD	Purchasing and Supply Management			CREDIT VALUE	121				
<i>New Qualification</i>					✓	<i>Review of Existing Qualification</i>							
SUB-FRAMEWORK		<i>General Education</i>			✓	<i>TVET</i>		<i>Higher Education</i>					
QUALIFICATION TYPE	<i>Certificate</i>	<i>I</i>	<i>II</i>	<i>II</i>	<i>I</i>	<i>IV</i>	<i>V</i>	✓	<i>Diploma</i>	<i>Bachelor</i>			
<i>Bachelor Honours</i>		<i>Post Graduate Certificate</i>			<i>Post Graduate Diploma</i>								
<i>Masters</i>					<i>Doctorate/ PhD</i>								
RATIONALE AND PURPOSE OF THE QUALIFICATION													

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RATIONALE:

The statement that ‘companies exist by selling but earn profits by purchasing’ has never been truer than it is now. Companies have realized the importance of purchasing, tendering for equipment and resources they may need in the organization including disposal of company assets. Strengthening relationship with suppliers is equally essential in any field of work. Firms are increasingly recognizing the importance of managing their purchasing volumes professionally, and they are professionalizing their purchasing function accordingly. Nevertheless, many firms are finding it difficult to recruit purchasing staff. Botswana’s economy is ever on the rise and according to vision 2036 (July 2016, Presidential task force), this gives the need for skilled manpower to aid in industry thus development of this qualification to develop intellectual property driving away from the dependency of the agricultural and mining sector.

The effective management of a firm’s supplies is the responsibility of purchasing and supply managers, who search, select, contract, and eventually manage suppliers to ensure the supply of materials and services that the firm needs. The importance of supply management has never been greater. In recent years, purchasing has gained considerable importance with firms. Therefore, firms need adequately trained personnel, and excellent job prospects are emerging for purchasers.

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 corporate level and as assistance.

The qualification is also supported by the recommendations of the Government Paper No. 37 of 2008: “Towards a Knowledge Society”, Tertiary Education Policy, as approved by the National Assembly on the (2008:10). It also supports the skills training and development component of the Life Cycle Model of the NHRD Strategy (2009). Botswana Vision 2036 recognizes education and skills development as

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the basis for human resource development. The type of education curriculum that is envisaged to prevail is that which would be aligned to the needs of the economy and business.

Obtaining formal qualifications in purchasing and supply will enable the learner to operate in a wide range of environments thus lining with NDP 11 (NDP 11 April 2017 – March 2023) health strategy that strives to invest in healthy living through prevention infrastructure, research and striking a balance between health services provision and organizational empowered efforts.

PURPOSE:

This qualification will contribute towards the intended outcomes by providing learners with a range of broad-based knowledge, theory, and practice in Purchasing and Supply Management which are critical skills for the attainment of the Botswana Vision 2036, and global demands. Furthermore, it will specifically provide the learners with integrated knowledge, theory, and practice of basic skills in contract negotiations, identifying reliable suppliers with quality goods.

Purchasing has a direct impact on two of the most important factors that drive a company's bottom line: cost and sales. Through initiating process improvements, product improvements and supplier relationship development, purchasing professionals are responsible for garnering cost savings for their organizations without trading off quality. On average, the cost of materials is two and a half times the value of all labor and payroll costs. As a result, companies see great value in purchasing and supply management professionals who can increase their savings and improve their costs. Learners will be equipped with necessary to anticipate purchases based on sound reasons and implement adequate measures to ensure acquired materials and resources are managed appropriately.

After completion of this qualification learners will be groomed in basic skills of business interchanges, data frameworks and monetary administration. Thus, demonstrating autonomy, accountability in negotiation and management of legal, contractual arrangements associated with purchasing and supply, filling the industrial gap identified by the HRDC and the institutions needs assessment. Upon successful completion of this qualification graduates will be able to:

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1. Demonstrates autonomy, and accountability in negotiation and management of legal, contractual arrangements associated with purchasing and supply.
2. Develop and maintain sustainable supplier relationships to influence purchasing and supply chain network structure.
3. Analyze management practices within the supply chain to influence business processes and decisions.

ENTRY REQUIREMENTS (including access and inclusion)

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

- i. NCQF Level 4 - Certificate IV (GE or TVET) with 5 passes or equivalent.
- ii. Applicants who do not meet the above criteria but possess relevant industry experience may be considered through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) policies for access. This consideration will be done following guidelines of the ETP which are aligned with BQA/ National policies

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SECTION B QUALIFICATION SPECIFICATION

GRADUATE PROFILE (LEARNING OUTCOMES)	ASSESSMENT CRITERIA
<p>1. Demonstrate the effectiveness of oral and written communication through various mediums.</p>	<p>1.1 Exemplify business etiquette when communicating with customers.</p> <p>1.2 Diffuse off difficult customers professionally</p> <p>1.3 Use information technology equipment for business communication</p> <p>1.4 Manage data using appropriate data bases</p>
<p>2. Negotiate and manage legal, contractual arrangements associated with purchasing and supply.</p>	<p>2.1 Identify and negotiate with reliable dealers of resources that may be needed in the organization</p> <p>2.2 Dispose off company resources craftily to gain profits for the firm.</p> <p>2.3 Develop and manage legal, contractual arrangements associated with purchasing and supply.</p>
<p>3. Develop and maintain sustainable supplier relationships to influence purchasing and supply chain network structure.</p>	<p>3.1 Measure and improve supply chain performance</p> <p>3.2 Analyze, assess, manage, and mitigate supply chain associated risk</p> <p>3.3 Implement key concepts and elements of strategic supply chain management to effectively control supply.</p> <p>3.4 Develop customer care services that strengthen relationships with all other stakeholders</p>

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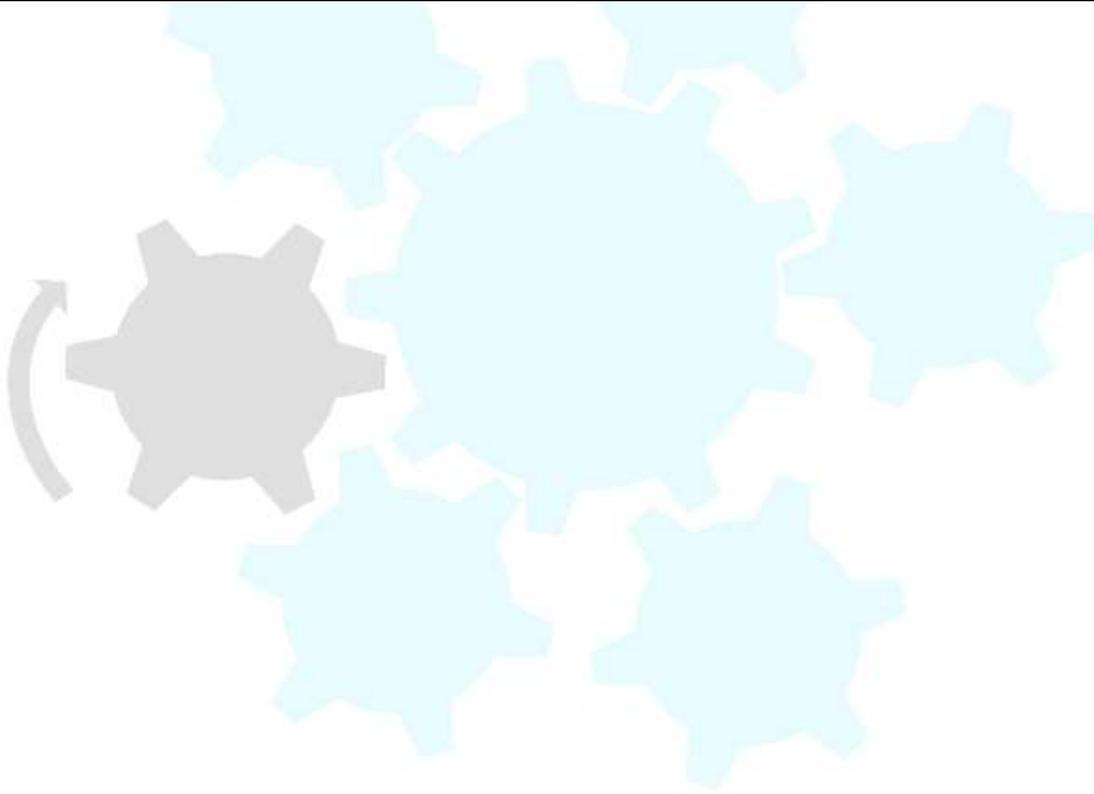
<p>4. Conduct on-going improvement and optimization of purchasing and supply chain and its processes.</p>	<p>4.1 Management and optimize purchasing and supply chain and its process.</p> <p>4.2 Apply latest trends in leadership principles, functions, and activities within purchasing and supply chain.</p> <p>4.3 Build teamwork as an approach to optimise supply chain processes.</p>
<p>5. Analyse management practices within the supply chain to influence business processes and decisions.</p> 	<p>5.1 Ensure the availability of resources and competitive infrastructure within the freight handling logistics environment.</p> <p>5.2 Comply with legislative requirements and international codes and practices for freight handling logistics.</p> <p>5.3 Analyse and apply the concepts of supply chain within the freight logistics environment</p> <p>5.4 Manage resources effectively within freight logistic environment.</p>

(Note: Please use Arial 11 font for completing the template)

SECTION C	QUALIFICATION STRUCTURE				
COMPONENT	TITLE	Credits Per Relevant NCQF Level			Total (Per Subject/ Course/ Module/ Units)
		Level [4]	Level [5]	Level [6]	
FUNDAMENTAL COMPONENT <i>Subjects/ Courses/ Modules/Units</i>	Customer Service	15			15
	Business Communication and study skills	15			15
CORE COMPONENT <i>Subjects/Courses/ Modules/Units</i>	Stores Management		18		18
	Negotiations		19		19
	Supply Chain Management			20	20
	Logistics and Transportation		18		18
	Total quality management		16		16
ELECTIVE/ OPTIONAL COMPONENT	N/A				

 BOTSWANA <small>Qualifications Authority</small>	BQA NCQF QUALIFICATION TEMPLATE	Document No.	DNCQF.QIDD.GD02
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<i>Subjects/Courses/ Modules/Units</i>					



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ASSESSMENT ARRANGEMENTS

All assessments leading to the awarding of this qualification will be based on learning outcomes associated with the following assessment criteria.

1. Formative assessment

The weighting of formative assessment is 70% of the final assessment mark

2. Summative Assessment

Final Examination 30%

The weighting of summative assessment is 30% of the final mark

Both internal and external moderation will be done by BQA accredited persons following BQA policies on assessment and moderation.

MODERATION ARRANGEMENTS

Moderation arrangements will be done internal and externally by BQA accredited moderators.

Sample of papers will be selected from exams unwritten exam scripts and marked scripts to ascertain consistency.

RECOGNITION OF PRIOR LEARNING

RPL will be done accordance to national RPL policy which will determine acceptance into the program.

CREDIT ACCUMULATION AND TRANSFER

Credit Accumulation and transfer will be in line with the ETPs institutional policies, which are aligned to BQA/ national policies will be applied to determine access and achievement of the qualification.

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PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)

Supply Chain Management employment opportunities exist in all sectors of our economy from public to private sector. As long as there are business organizations running in the business sector, there shall always be need for supply chain managers to facilitate the buying and disposing off company assets. Acquiring company resources is a necessity to ensure finances are well spent to acquire quality and reasonably cheap products from best reliable suppliers. The qualification can also benefit numerous supply chain managers or entrepreneurs that employed in various private, and government owed institutions without any knowledge on Supply Chain Management techniques.

Learning Pathways

Vertical articulation

- Diploma in Supply Chain Management
- Diploma in Procurement and supply
- Diploma in logistics and supply
- Diploma in Marketing Management

Horizontal articulation

- Certificate V in procurement and supply
- Certificate V in Marketing Management
- Certificate V supply chain and logistics management

EMPLOYMENT PATHWAYS

Upon successful completion of this qualification learners have a great chance securing employment typically in positions such as:

- Supply chain officer

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- Procurement officer
- Supply chain controller

QUALIFICATION AWARD AND CERTIFICATION



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Upon completion of 121 total credits of this qualification and upon successfully completion of the certificate qualification, the ETP through its examination board will confer Certificate V in Purchasing and Supply Management to the learner.

REGIONAL AND INTERNATIONAL COMPARABILITY

The proposed qualification title is Certificate V in Purchasing and Supply Management which is totally different from all compared qualifications as Boston college is Logistic and Supply Certificate, Speciss College Procurement and supply Operations certificate and The Chartered Institute of logistic and transport being Advanced Certificate in logistic management. Though qualification titles differ, the structure in terms of module content are very much similar.

The proposed qualification has fundamental courses that introduce learners to basic communication skills and customer service similar to that of The Chartered Institute of Logistics and transport that introduces learners to computer literacy skills, Academic literacy before doing the core components of the qualification. While Boston College and Speciss College has no option for Fundamental modules as learners go straight into the core components.

The total qualification credits differ from compared ones as the proposed qualification has a total of 121 credits while the Chartered Institute of logistics and Transport has not stated the number of credits on their website while Speciss College has 120 credits and Boston College 214 credits.

All compared qualifications have no electives at this level of the qualification including the proposed qualifications which only has the fundamental and core modules.

Vertical articulations are very similar as the qualification being developed falls under the same field as those being compared to hence similar articulation levels being, Certificate V in Marketing Management and Certificate V Supply Chain and logistics Management

Horizontal articulation will lead to a diploma in Supply Chain Management, Diploma in logistics and supply, Diploma in sully management

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REVIEW PERIOD

The qualification will be reviewed after 5 years.

