

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

SECTION A: QUALIFICATION DETAILS															
<b>QUALIFICATION DEVELOPER (S)</b>				Gaborone University College of Law and Professional Studies											
<b>TITLE</b>		Certificate V in Purchasing and Supply								<b>NCQF LEVEL</b>		5			
<b>FIELD</b>		Business, Commerce and Management Studies				<b>SUB-FIELD</b>		Purchasing and Supply Management			<b>CREDIT VALUE</b>		120		
New Qualification						<input checked="" type="checkbox"/>		Review of Existing Qualification							
<b>SUB-FRAMEWORK</b>		General Education				<input type="checkbox"/>		TVET			<input checked="" type="checkbox"/>		Higher Education		
<b>QUALIFICATION TYPE</b>		Certificate		I	<input type="checkbox"/>	II	<input type="checkbox"/>	III	<input type="checkbox"/>	IV	<input type="checkbox"/>	V	<input checked="" type="checkbox"/>	Diplo ma	Bachel or
		Bachelor Honours				<input type="checkbox"/>		Post Graduate Certificate				<input type="checkbox"/>		Post Graduate Diploma	
		Masters						<input type="checkbox"/>		Doctorate/ PhD					
<b>RATIONALE AND PURPOSE OF THE QUALIFICATION</b>															
<p><b>RATIONALE:</b></p> <p>Ahmed, (2018) argued that in order for a product to go from the manufacturing stage and into the hands of a consumer, it must follow a long journey guided by purchasing and supply management professionals who make important decisions regarding cost, quality and scheduling. These decisions can affect whether or not someone will buy a company's product, and also make a big impact on the company's revenue and sales. Purchasing and supply management professionals' focus on ensuring the right products are available at the right time and right place for their consumers. A well implemented purchasing and supply chain management system facilitated by purchasing and supply officers has been identified as a key tool in the success of today's leading businesses. Certificate V in Purchasing and Supply is thus a dynamic qualification designed to give candidates specialist knowledge within the growing field of purchasing and supply chain management.</p>															

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The NDP 11 goal states the need to provide an adequate supply of qualified, productive and competitive human resources policy frameworks. It is to this effect that the Certificate V qualification on purchasing and Supply is being developed to achieve the vision by equipping the participants with the knowledge, skills and competencies of purchasing and supply which is in line with the creation of knowledge-based economy in Botswana.


Human Resource Development Council (HRDC) of Botswana has published the document, which provides a list of occupations that have been identified by the employers as being in high demand at a national level. Supply, distribution and related managers code 1324 under transport and logistics; Procurement and supply Code xxxx (unidentified) under Public sector and Finance and Business respectively were stated as occupations on demand (HRDC, 2016). All these occupations are part of purchasing and supply management hence purchasing and Supply Management therefore become a priority skills in demand

Certificate level V Purchasing and supply Management qualification set a foundation for learners who will wish to become procurement and technicians of tomorrow. In addition it will bridge the skill gap for managers already working in companies without the background of purchasing and supply skills to acquire a range of technical, knowledge, skills and competencies appropriate to purchasing and supply management as well as a range of related skills. The qualification addresses the national skills shortage and learners will be equipped to take up positions as: logistics coordinators, supply chain managers, and procurement practitioners. In addition, it provides diplomats with an opportunity to further specialise in logistics, supply chain management, and procurement.

## PURPOSE

The purpose of the qualification is to produce graduates who have the technical skills, knowledge and competencies to:

- i. Critically analyse, interpret, and understand purchasing and supply chain management principles, processes and procedures.
- ii. Perform functional activities associated with purchasing and supply chain management functions in various fields such as procurement, warehouse and inventory, logistics, operations, customer support management and the general business environments in both public and private sectors.
- iii. Negotiate purchasing and supply goods and services.
- iv. Participate effectively in the processes and inter-relationships across the supply chain so as to create sustainable value for organisations.


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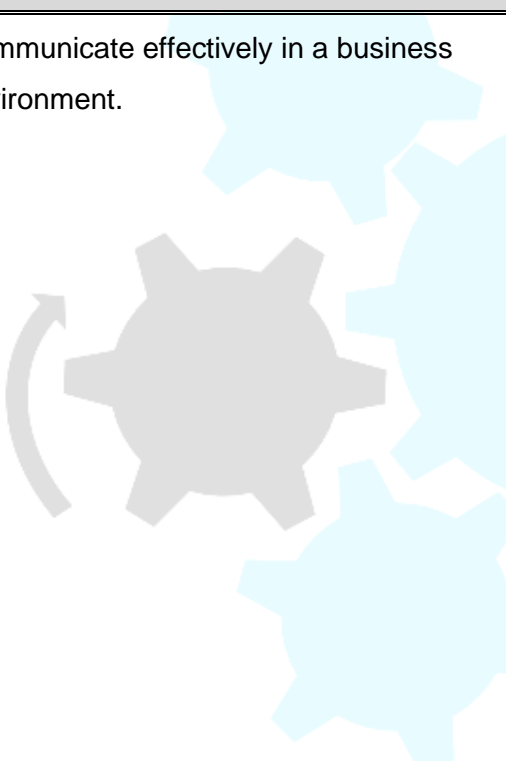
- v. Manage the Purchasing and Supply Chain Management environment within an organisation.
- vi. Manage and coordinate all logistical and supply chain functions in an enterprise, ranging from acquisitions, to receiving and handling, through internal allocation of resources, to operations, to the handling and delivery of outputs.


### ***ENTRY REQUIREMENTS (including access and inclusion)***


- i. A minimum entry of NCQF level 4 Certificate IV.
- ii. RPL and CAT will be considered for access and inclusion of prospective learners who do not meet the stipulated entry requirements.


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<b>SECTION B</b>		<b>QUALIFICATION SPECIFICATION</b>	
<b>GRADUATE PROFILE (LEARNING OUTCOMES)</b>		<b>ASSESSMENT CRITERIA</b>	
1. Communicate effectively in a business environment. 		1.1. Write effective and concise letters and memos employing appropriate business format. 1.2. Prepare informal and formal reports that include analysis and offer recommendations. 1.3. Participate in meetings and conduct proper techniques in telephone usage. 1.4. Summarize personal achievements and skills in appropriate formats for future employers or academic institutions. 1.5. Prepare and deliver an oral presentation utilizing electronic software. 1.6. Apply business etiquette to a variety of professional situations. 1.7. Manage cultural differences in a business environment.	
2. Evaluate appropriate alternatives using quantitative methods to make decisions.		2.1. Perform calculations on numbers with negative and positive signs. 2.2. Solve algebraic equations including, quadratic, linear and simultaneous equations. 2.3. Apply statistical formulas and principle in calculation of exchange rates, discounts and interest rates. 2.4. Present data in tables charts and graphs and calculate measures of location and dispersion.	

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	2.5. Apply time series and regression analysis in the forecasting of sales.
<p>3. Implement and recommend control methods for warehouse and inventory techniques in order to offer the best service to both internal and external customers/consumers.</p> 	<p>3.1. Perform key responsibilities of the stores function in an organization.</p> <p>3.2. Control stock in relation to receiving of orders, invoicing and filing, stock recording, stock ordering, stocktaking.</p> <p>3.3. Analyse the relationship between the supply function and other departments.</p> <p>3.4. Identify the types of warehouses that are required and where they should be situated in the business enterprise.</p> <p>3.5. Recommend methods that could be used to ensure the accuracy of quantities of materials received.</p> <p>3.6. Assess whether the storage of materials is being done in an effective, cost-efficient and safe way.</p> <p>3.7. Set out the precautions to follow when materials are packed and packaged.</p> <p>3.8. Identify situations in a warehouse when it would be cost-effective to make use of equipment to transport materials.</p>
<p>4. Demonstrate broad technical knowledge and understanding of the laws ethics and regulations that relate to purchasing and supply management.</p>	<p>4.1. Manage different types of contracts, enforcement of warranties</p> <p>4.2. Discuss the options for legal recourse in disputes with suppliers.</p>

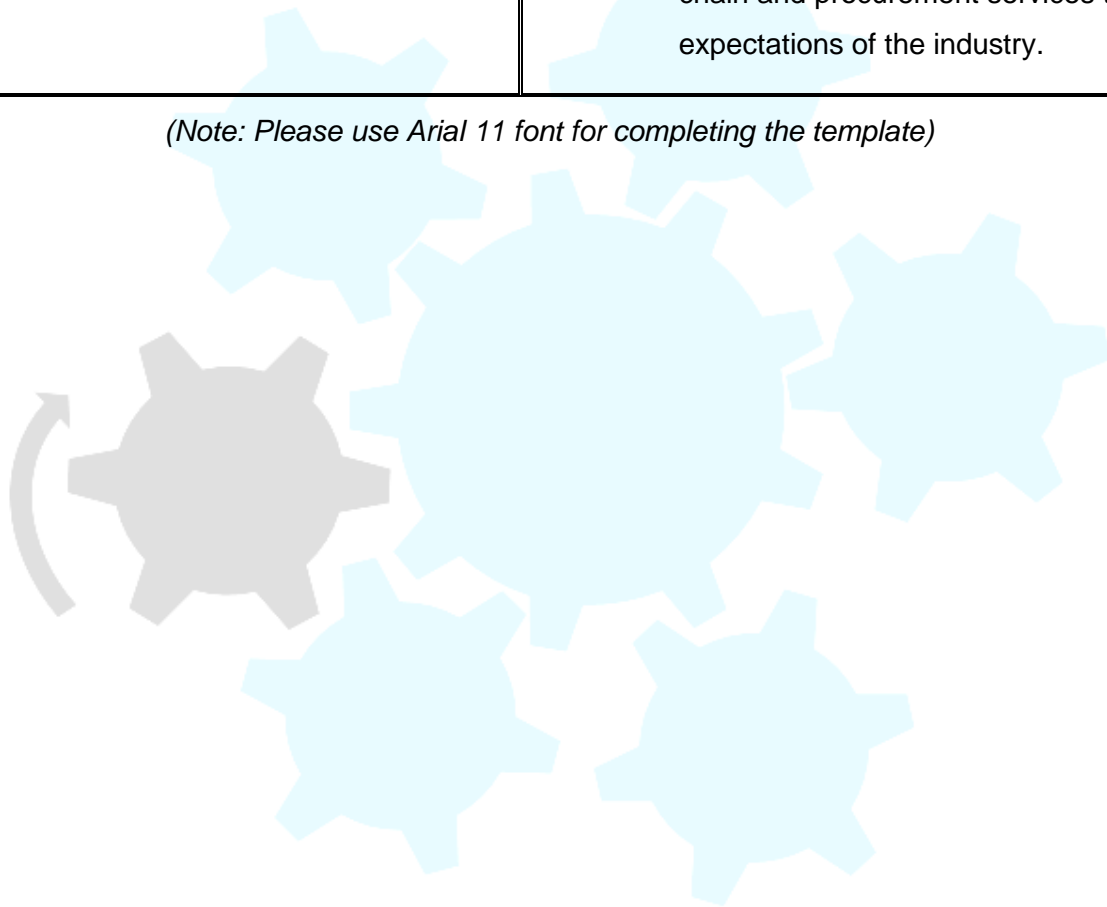
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	4.3. Apply the ethical principles that guide purchasing and supply professionals.
5. Apply a set of appropriate tools and techniques that can be used to assess sourcing options available to organizations when procuring goods and services.	5.1. Describe the role of purchasing and supply function in the organization. 5.2. Discuss the steps in the procurement process 5.3. Analyse the strategies relevant to resolve conflicts and enhance buyer/ supplier relationship. 5.4. Discuss the key activities of the procurement and supplies with departments involved. 5.5. Explain the basic requirements of a contract of purchase and sale to the suppliers.
6. Identify the relationships between logistics activities and corporate strategy in supply chains.	6.1. Explain the role of logistics in facilitating material flow across the supply chain. 6.2. Demonstrate the use their analytical skills in logistics and supply chain management. 6.3. Align logistics with the organization's strategy 6.4. Explain the importance of logistics in the supply chain. 6.5. Discuss how logistics integrates international trading partners.
7. Work effectively with various stakeholders when planning and managing the provision of supply chain and procurement services to meet the expectations of the industry.	7.1. Manage an effective relationships with various stakeholder in order to deliver value to the customers. 7.2. Develop strategies to optimise supply chain procurement operations and ensure stakeholder satisfaction.

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	<b>7.3.</b> Plan and manage the provision of supply chain and procurement services to meet the expectations of the industry.
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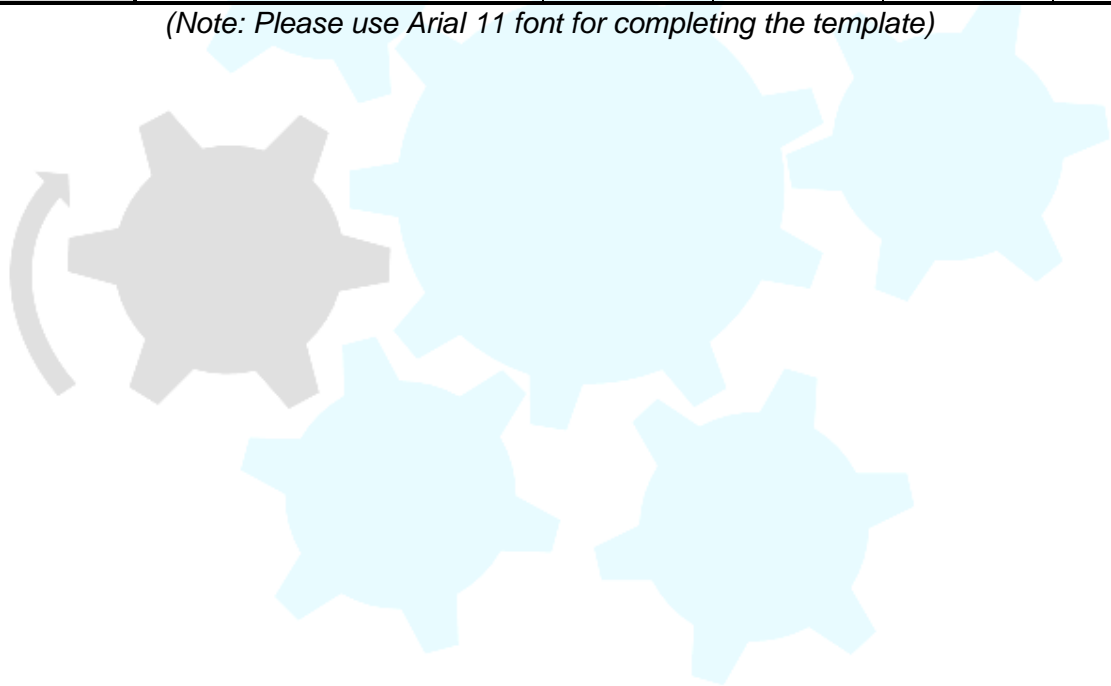
<b>SECTION C</b>	<b>QUALIFICATION STRUCTURE</b>				
<b>COMPONENT</b>	<b>TITLE</b>	<b>Credits Per Relevant NCQF Level</b>			<b>Total</b> <b>(Per Subject/</b> <b>Course/</b> <b>Module/</b> <b>Units)</b>
		<b>Level [ 4 ]</b>	<b>Level [ 5 ]</b>	<b>Level [ ]</b>	
<b>FUNDAMENTAL COMPONENT</b>  <i>Subjects/ Courses/ Modules/Units</i>	Communication and Information Technology	10			10
	Business Statistics	10			10
	Principles of Purchasing and Supply	10			10
<b>CORE COMPONENT</b>  <i>Subjects / Units / Modules /Courses</i>	Procurement and supply operations		15		15
	Legal Aspects of Purchasing		15		15
	Warehouse and Inventory Management		15		15
	Logistics and Expediting		15		15
	Purchasing and Supply Management Operations		15		15
	Improving the competitiveness of supply chain		15		15
	<b>NONE</b>				




 <b>BOTSWANA</b> Qualifications Authority	<b>BQA NCQF QUALIFICATION TEMPLATE</b>	Document No.	DNCQF.QIDD.GD02
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<b>ELECTIVE/ OPTIONAL COMPONENT</b>  <i>Subjects/Courses/ Modules/Units</i>					
	<b>Total Credits</b>				<b>120</b>

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## **ASSESSMENT ARRANGEMENTS**

### **Assessment**

The assessment for this qualification shall comprise of both formative and summary 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 will contribute 40%.

Summative assessment shall make up the remaining 60%.

## **MODERATION ARRANGEMENTS**

All assessment tools shall undergo internal and external moderation. The internal and external moderation shall be conducted as ETP policies which must be aligned with the National policies. Assessment and moderation shall be conducted by BQA registered assessors and moderators.

## **RECOGNITION OF PRIOR LEARNING**

Recognition of Prior Learning (RPL) will be applied to all applicants in accordance with National RPL guidelines or policy.


## **CREDIT ACCUMULATION AND TRANSFER**

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

## **PROGRESSION PATHWAYS (LEARNING AND EMPLOYMENT)**

### **HORIZONTAL PATHWAYS**

- Certificate V in Purchasing and Supply
- Certificate V in Procurement and Supply
- Certificate V in Marketing Management
- Certificate V in Transport and Logistics

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## VERTICAL PATHWAYS

- Advanced Certificate in Purchasing and Supply
- Diploma in Procurement and Supply (CIPS)
- Diploma in Marketing Management
- Diploma in Transport and Logistics

## EMPLOYMENT PATHWAYS

After successfully completing this qualification, there are many jobs which the graduate is equipped to do. These include:

- Purchasing assistant
- Stock controller
- Merchandiser
- Buyer Assistant
- Stores Clerk

## QUALIFICATION AWARD AND CERTIFICATION

To be awarded a Certificate V in Purchasing and Supply qualification the candidate should attain a minimum of 120 Credits and satisfy the rules combination above

## REGIONAL AND INTERNATIONAL COMPARABILITY

The design of the Certificate V Purchasing and Supply was influenced by national, regional and global trends in the corporate world. Regionally, the Qualification was benchmarked with the Certificate in Procurement and Supply Operations Level 4 offered at National Institute of Technology in Namibia and Certificate of Purchasing and Supply Management offered at UNISA in South Africa. The qualification was also benchmarked internationally with Chartered Institute of Procurement & Supply (CIPS) in UK. The Certificate V in Purchasing and Supply compares favorably to the benchmarked qualifications in terms of content, modules and duration. However the significant different is on the credit value **see Appendix 3.comparability matrix**

## REVIEW PERIOD

The qualification will be reviewed every 5 years

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