

BQA NCQF Qualification Template

Issue No.: 01

QUALIFICATION SPECIFICATIONS - SECTION A							
QUALIFICATION DEVELOPER	SUPABRAIN COLLEGE						
TITLE	DIPLOMA IN PURCHASING AND SUPPLY CHAIN MANAGEMENT					NCQF LEVEL	6
FIELD	BUSINESS, COMMERCE AND MANAGEMENT STUDIES			SUB-FIELD	MANAGEMENT STUDIES		
New qualification		✓		Review of existing qualification			
SUB-FRAMEWORK	General Education		TVET		Higher Education	✓	
QUALIFICATION TYPE	Certificate		Diploma	✓	Bachelor		
	Bachelor Honours		Master		Doctor		
CREDIT VALUE					360		
RATIONALE AND PURPOSE OF THE QUALIFICATION							
RATIONALE: 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: - 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.

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 graduates who complete the qualification are eligible for employment at junior, senior and corporate management.

The Institution is closing the gap of the shortage of Purchasing and Supply professionals in the nation. The articulation and progression pathways are well facilitated globally and nationally as the students who complete the Diploma in Purchasing and Supply Chain Management are internationally recognized.

PURPOSE

The purpose of this qualification is to produce graduates with knowledge, skills and competences to:

- Understand and practice best practices in the field of Purchasing, Supplies, Logistics, Warehousing and Inventory control.
- Procure goods or services.
- Contract, negotiate, manage supplier relationships, ethics and asset management.
- Understand of how procurement fits within the rest of your organisation and how it can help to shape key future business decisions.
- Understand of key aspects of risk in supply chains and mitigation of those risks.
- Process and evaluate contracts.
- Understand the impact of legal implications when contracts are breached.
- Use different approaches to managing teams and individuals and
- Promote ethical practices in the place of work with regard to procurement and supply chain.

ENTRY REQUIREMENTS (including access and inclusion)

The minimum entry requirement for this qualification is a:

- Certificate IV, NCQF Level 4 (General Education or TVET) or its equivalent.

Recognition of Prior Learning (RPL):

- There will be access through Recognition of Prior Learning (RPL) and Credit Accumulation and Transfer (CAT) in accordance with the RPL and CAT National Policies.

QUALIFICATION SPECIFICATION: SECTION B

GRADUATE PROFILE

(LEARNING OUTCOMES)

ASSESSMENT CRITERIA

1. Manage human resources involved with the procurement and supply chain function	1.1. Define management and explain the key functions and roles of managers in the supply chain. 1.2. Describe the development of the management theory 1.3. Explain the importance of planning, organizing, leading and controlling in the supply chain. 1.4. Explain the importance of effective human resources management. 1.5. Describe good labor practices. 1.6. Describe the process of delegation and its benefits to the manager and the subordinate. 1.7. Explain the role of leadership in supply chain operations.
---	---

2. Analyze all the elements of the supply chain in terms of integration of the elements and the efficiency of the whole supply chain.	2.1. Determine the significance of the role that supply chain management plays within organizations. 2.2. Determine the relationship to the supply chain function and other departments 2.3. Analyze the Benchmarked supply chain management practices and metrics for inclusion in strategies. 2.4. Evaluate the impact of supply chain management policies and practices. 2.5. Analyze the activities in the supply chain to the entire organization's strategy. 2.6. Analyze the activities in the supply chain in tandem with the cost management principles.
3. Develop strategies to improve the management of functions within the supply chain, supply chain efficiencies and organizational competitiveness.	3.1. Determine the impact of Supply Chain on the business or corporate strategy and on the organization's competitiveness and/or effectiveness. 3.2. Analyze the resources allocated to the Supply Chain department to support corporate strategy. 3.3. Determine how supply chain management concepts are included in the overall organization strategy. 3.4. Assess the Department's culture, structure and power in terms of their influence on the development and implementation of corporate strategy. 3.5. Innovate strategies and implement them to continuously improve the business. 3.6. 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.
--	--

4. Develop plans to implement the supply chain management strategies	4.1. Develop and implement plans in order to execute supply chain management strategies. 4.2. Evaluate plans to continuously improve the function in order to ensure sustainability of the organization. 4.3. Develop plans to communicate supply chain strategies to stakeholders and strategic partners. 4.4. Assess plans to provide a framework to manage business and operational risks. 4.5. Develop a performance management plan to monitor, evaluate and report progress against the strategic objectives of supply chain management and the organization.
5. Assess the importance of logistics, transportation, warehousing, packaging and containerization in supply chains	5.1. Explain material and information flows in an organization. 5.2. Identify and explain logistics and supply chain related concepts and terms that are relevant to managing the supply chain. 5.3. Identify and analyze various transportation systems for effective and efficient supply chain operations. 5.4. Explain the importance and role of warehousing within manufacturing and logistics function. 5.5. Assess the importance of packaging and containerization in the total logistics function.
6. Assess a range of processes that help achieve improvements in business performance through its supply chain	6.1. Discuss the dynamics of supply chains. 6.2. Discuss the contribution technology can make to supply chain performance management. 6.3. Evaluate the organizational procedures and techniques that can be used in developing and improving supplier performance, including the reduction of risk and the introduction of supplier innovations. 6.4. Develop an integrated approach to the implementation of supply chain activities which are designed to

	maximize competitive advantage and reduce risk exposures. 6.5. Propose systems and techniques to achieve best practice and enhance customer service for all stakeholders.
--	---

QUALIFICATION STRUCTURE - SECTION C			
FUNDAMENTAL COMPONENT Subjects / Units / Modules /Courses	Title	Level	Credits
	Principles of Management	5	12
	Principles of Economics	5	12
	Communication Skills for Commerce	5	12
	Introduction to Information Technology	5	12
	Quantitative Methods for Business	5	12
	Commercial Law	6	15
	Human Resources Management	6	15
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 Management	6	15
	Logistics and Transportation	6	15
	Supply Chain Diligence	6	15
	Stores and Inventory Management	6	15
	E-procurement	6	15
	Stakeholders Relationships Management	7	16
	Contract Management	7	18
	Financing Accounting	7	18
	Marketing Management	7	15
	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	233 Credits
Level 7 Modules	67 Credits
Total number of credits	360 Credits

The credit distribution of Level 5, 6, and 7 Fundamental and Core Modules of the Qualification Diploma in Purchasing and Supply Chain	
Fundamental Modules	108 Credits.
Core Modules	252 Credits
Total Number Of Credits	360 Credits

MODERATION ARRANGEMENTS
Assessment 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 40% of the final assessment mark. 2. Summative Assessment The weighting of summative assessment is 60% of the final mark.

Moderation

Internal and External moderation will be done for the assessments. All moderators will be required to be Botswana Qualifications Authority accredited moderators for quality assurance purposes.

RECOGNITION OF PRIOR LEARNING

There will be provision for award of the qualification through Recognition of Prior Learning (RPL) in line with the National Recognition of Prior Learning policy. Admissions and transfer of credits will be done in line with the policy.

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 Chain
- Bachelor of Commerce in Supply Chain Management

Horizontal Progression

- Diploma in Business Management
- Diploma in Procurement and Supply (CIPS, UK)

Diagonal Progression

- Diploma in Entrepreneurship
- Diploma in Marketing

EMPLOYMENT PATHWAYS

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

- Procurement Officer
- Supplies Officer
- Logistics officer
- Contract Administrator
- Negotiations Officer

QUALIFICATION AWARD AND CERTIFICATION

Learners who successfully earn a stipulated minimum 360 credits as stipulated for this qualification will be awarded a **Diploma in Purchasing and Supply Chain Management.**

REGIONAL AND INTERNATIONAL COMPARABILITY

The Diploma in Purchasing and Supply Chain Management is benchmarked with similar qualifications from other institutions internationally. The benchmarking process considered the number of modules, total credits, duration and level. The table below depicts the comparison.

Institution	Qualification	Level and Credits	Duration
Chartered Institute of procurement and Supply (CIPS, UK)	Diploma in Procurement and Supply Chain	NQF Level 4 with 60 credits	1 year
Africa Nazarene University in Kenya	Diploma in Purchasing and Supply Chain Management	Not specified	1 year 4 Months
ICM UK	Diploma in Purchasing and Supply Management	Not indicated	1 year

The Diploma Purchasing and Supply Management compares similarly 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 organizations. These qualifications cover the foundations and techniques of management, law, supply management, purchasing and procurement.

REVIEW PERIOD

The qualification will be reviewed every 5 years in line with the NCQF Policy.