

SAQA ID	Qualification Title	NQF Level	Credits	Duration
111445	Occupational Certificate: Procurement Officer	05	180	1 year

A. Quality Assurance Body

Quality Council for Trades & Occupations (QCTO)

B. Assessment Quality Partner

Transport Education & Training Authority (TETA)

C. Qualification Overview

Purpose:

The purpose of this qualification is to provide the learner with the required knowledge, practical skills and workplace-based experience to prepare the learner to operate as a Procurement Officer. A Procurement Officer coordinates the procurement and supply of goods or services, manages contracts and negotiations with suppliers, and monitors the implementation of procurement schedules.

D. Exit Level Outcomes

- Develop and coordinate operational schedules for demand execution (order) management and procurement and supply.
- Identify and formalise procurement and supply relationships.
- Assess execution of procurement and supply operational schedules.

E. Entry Requirements

The minimum entry requirement for this qualification is:

- NQF Level 4 qualification with Mathematical Literacy/RPL

F. Qualification Modules

1. Knowledge Modules

Module Code	Module Title	NQF Level	Credits
332302-001-01-00-KM-01	Introduction to Supply Chain Management	5	10
332302-001-01-00-KM-02	Demand Execution Management Operations.	5	10
332302-001-01-00-KM-03	Sourcing in Procurement and Supply.	6	12
332302-001-01-00-KM-04	Inventory Management.	5	10
332302-001-01-00-KM-05	Negotiating and Contracting in Procurement and Supply.	5	10
332302-001-01-00-KM-06	Procurement Operations.	5	13
332302-001-01-00-KM-07	Returns Management.	5	7
332302-001-01-00-KM-08	Performance Management and Improvement of Operations.	5	7

2. Practical Modules

Module Code	Module Title	NQF Level	Credits
32302-001-01-00-PM-01	Develop Procurement and Supply Operational Schedules.	5	6
32302-001-01-00-PM-02	Coordinate and Implement Procurement and Supply Operational Schedules.	5	6
32302-001-01-00-PM-03	Develop a Sourcing Plan and Assess Suitability of Potential Suppliers.	6	15
32302-001-01-00-PM-04	Prepare for Negotiations with Suppliers.	6	13
32302-001-01-00-PM-05	Manage Contract Implementation and Service Level Agreements.	5	10
32302-001-01-00-PM-06	Monitor Implementation of Demand Execution and Customer Relationship Activities.	5	8

3. Work Experience Modules

Module Code	Module Title	NQF Level	Credits
332302-001-01-00-WM-01	Processes for the Development and Coordination of Procurement and Supply Operational Procedures.	5	14
332302-001-01-00-WM-01	Procurement Relationships and Contract Management Processes.	5	10
332302-001-01-00-WM-01	Processes for Monitoring and Evaluating Procurement and Supply Operational Schedules.	5	14
332302-001-01-00-WM-01	Processes for the Development and Coordination of Procurement and Supply Operational Procedures.	5	14

NB

All modules are compulsory
Unemployed candidates **MUST** be hosted at a real workplace for work integrated learning

G. Delivery Methodology

- Face to face contact sessions at an approved QCTO venue
- Virtual support sessions

H. Assessment

Assessment will comprise the following.

- Completion of formative and summative assessment tasks
- Completion of workplace logbook tasks
- External Integrated Summative Assessment (EISA) at an approved QCTO assessment centre

I. Certification

The QCTO will issue successful candidates with.

- Statement of Results
- Certificate of Competence

J. Progression Pathways

Horizontal Articulation:

- Occupational Certificate: Supply Chain Practitioner; Level 5.

Vertical Articulation:

- Occupational Certificate: Supply Chain Manager, Level 6