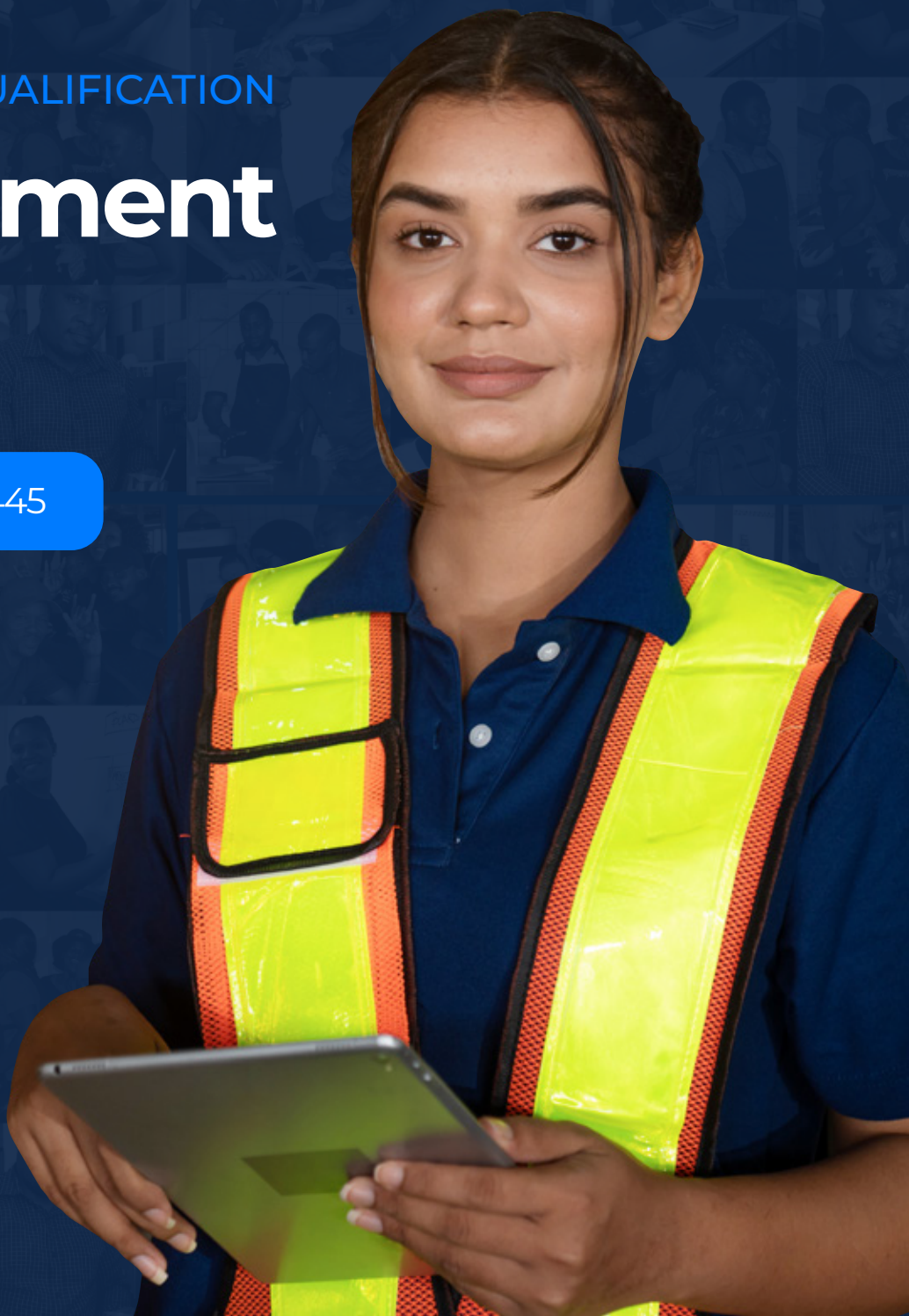


OCCUPATIONAL QUALIFICATION

# Procurement Officer

Level 5 | SAQA ID – 111445



Edge Training is a proudly Level 1 B-BBEE accredited skills training provider with a national footprint and full accreditation with QCTO and SETA partners. We remain aligned with evolving QCTO regulations, ensuring that skills development in South Africa continues to meet national standards. Our commitment to compliance, excellence and quality assurance reinforces our role in strengthening the national framework and contributing meaningfully to the advancement and sustainability of skills development training.

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# Qualification Information

## Occupational Certificate: Procurement Officer

Level 5

SAQA ID – 111445

180 Credits

### Entry Requirements:

- NQF Level 4 with Mathematical Literacy

### Occupational Purpose:

- 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.

### Occupational Tasks:

- Develop and coordinate implementation of operational schedules for procurement and supply
- Manage procurement and supply relationships and contracts
- Monitor and measure procurement and supply performance

# Qualification Information

## Purpose of the Knowledge Modules:

The knowledge acquired will enable learners to demonstrate an understanding of:

### **(KM-01):**

- Introduction to supply chain management

### **(KM-02):**

- Demand execution management operations

### **(KM-03):**

- Sourcing in procurement and supply

### **(KM-04):**

- Inventory management

### **(KM-05):**

- Negotiating and contracting in procurement and supply

### **(KM-06):**

- Procurement operations

### **(KM-07):**

- Returns management

### **(KM-08):**

- Performance management and improvement of operations

## Purpose of the Practical Modules:

The focus of the learning in the practical modules is on providing the learner an opportunity to:

### **(PM-01):**

- Develop procurement and supply operational schedules

### **(PM-02):**

- Coordinate and implement procurement and supply operational schedules

# Qualification Information

## Purpose of the Practical Modules:

The focus of the learning in the practical modules is on providing the learner an opportunity to:

### (PM-03):

- Develop a sourcing plan and assess suitability of potential suppliers

### (PM-04):

- Prepare for negotiations with suppliers

### (PM-05):

- Manage contract implementation and service level agreements

### (PM-06):

- Monitor implementation of demand execution and customer relationship activities

### (PM-07):

- Monitor operational procurement related activities

## Purpose of the Workplace Modules:

The focus of the learning in the practical modules is on providing the learner an opportunity to:

### (WM-01):

- Processes for the development and coordination of procurement and supply operational procedures

### (WM-02):

- Procurement relationships and contract management processes

### (WM-03):

- Processes for monitoring and evaluating procurement and supply operational schedules

# Edge Training Will Provide

- Full project management of qualification
- Registration of the qualification with the relevant SETA
- Enrolment of the learner with QCTO for the qualification
- Facilitation by a Subject Matter Expert
- Venue suitable for the number of delegates
- Course material
- Monthly progress reports via the Edge Client Portal
- Booking of final exam (EISA) with the relevant SETA
- Certificates of Attendance

# Qualification Structure

Procurement Officer | Total Credits: 180

|      | Knowledge Modules                                     | Level | Credits |
|------|-------------------------------------------------------|-------|---------|
| KM01 | Introduction to supply chain management               | 5     | 10      |
| KM02 | Demand execution management operations                | 5     | 10      |
| KM03 | Sourcing in procurement and supply                    | 6     | 12      |
| KM04 | Inventory management                                  | 5     | 10      |
| KM05 | Negotiating and contracting in procurement and supply | 6     | 13      |
| KM06 | Procurement operations                                | 5     | 10      |
| KM07 | Returns management                                    | 5     | 7       |
| KM08 | Performance management and improvement of operations  | 5     | 7       |

Knowledge Modules | Total Credits: 79

|      | Practical Modules                                                               | Level | Credits |
|------|---------------------------------------------------------------------------------|-------|---------|
| PM01 | Develop procurement and supply operational schedules                            | 5     | 6       |
| PM02 | Coordinate and implement procurement and supply operational schedules           | 5     | 6       |
| PM03 | Develop a sourcing plan and assess suitability of potential suppliers           | 6     | 15      |
| PM04 | Prepare for negotiations with suppliers                                         | 6     | 13      |
| PM05 | Manage contract implementation and service level agreements                     | 5     | 10      |
| PM06 | Monitor implementation of demand execution and customer relationship activities | 5     | 8       |
| PM07 | Monitor operational procurement related activities                              | 5     | 5       |

Practical Modules | Total Credits: 63

# Qualification Structure

Procurement Officer | Total Credits: 180

|      | Workplace Modules                                                                               | Level | Credits |
|------|-------------------------------------------------------------------------------------------------|-------|---------|
| WM01 | Processes for the development and coordination of procurement and supply operational procedures | 5     | 14      |
| WM02 | Procurement relationships and contract management processes                                     | 5     | 10      |
| WM03 | Processes for monitoring and evaluating procurement and supply operational schedules            | 5     | 14      |

Work Experience Modules | Total Credits: 38

# Additional Information

## Alternative titles used by the industry:

- None

## Get in Touch

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*We are a fully accredited training provider with BEE Level 1 certification and SSETA Accreditation #1135. Our VAT number is 4640189041, and we are registered under the number 2017 / 349079 / 07.*