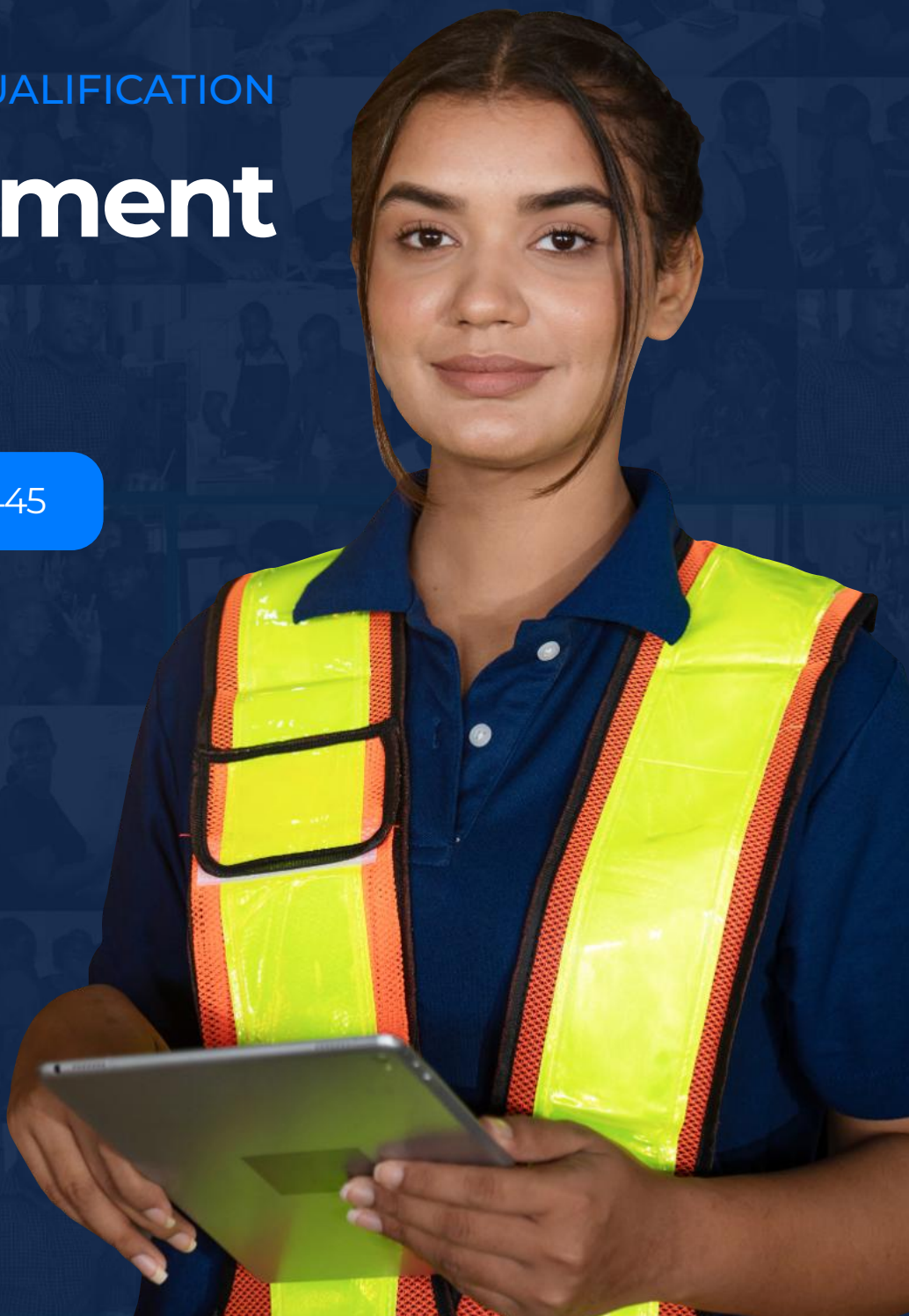


OCCUPATIONAL QUALIFICATION

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	5	10
KM06	Procurement operations	5	13
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.