OCCUPATIONAL CERTIFICATE

Purchasing Officer

SAQA ID	NQF LEVEL	CREDITS	DURATION	QUALITY PARTNER
91788	6	161	18 Months	W&R SETA

OVERVIEW

The Occupational Certificate: Purchasing Officer prepares learners to process orders for goods and services, monitor stock levels and supply sources, coordinate material flows and production schedules, and administer storage and distribution operations in compliance with relevant legislation. It is designed for personnel working in purchasing, procurement, or buying environments seeking formal certification and progression in negotiation, contract development, performance measurement, and supplier relationship management.

WHAT YOU WILL BE ABLE TO DO

Negotiate purchasing and supply goods and services (NQF Level 6). Develop contracts in purchasing and supply (NQF Level 6). Monitor and measure purchasing performance (NQF Level 6). Manage purchasing and supply relationships (NQF Level 6).

MODULES

Knowledge Modules (59 Credits) Negotiations in Purchasing and Supply, NQF Level 5, 15 Credits Developing Contracts in Purchasing and Supply, NQF Level 5, 15 Credits Purchasing Performance Measurement, NQF Level 5, 9 Credits Purchasing and Supply Relationship Management, NQF Level 5, 20 Credits

Practical Skill Modules (64 Credits) Prepare for negotiations with suppliers, NQF Level 5, 16 Credits Plan, prepare and communicate purchasing information through the development and award of contracts, NQF Level 6, 16 Credits Collect and manage information on performance of suppliers, buyers and purchasing and supply function, NQF Level 6, 20 Credits Manage customer and supplier relationships in the purchasing and supply environment, NQF Level 6, 12 Credits

Work Experience Modules (38 Credits) Processes of collaboration to provide negotiation strategies and plans, NQF Level 6, 16 Credits Contract management collaboration processes, NQF Level 6, 10 Credits Continuous improvement processes for purchasing and supply, NQF Level 6, 12 Credits

Gauteng City College (Pty) Ltd · Reg. 2012/185869/07 · DHET 2017/FE07/001 · B-BBEE Level 2. Generated from live accreditation data; details may change.

CAREER OPPORTUNITIES

Purchasing Officer Procurement, Purchasing, or Buying Specialist Roles Supply and Distribution Manager (via vertical progression)

ENTRY REQUIREMENTS

Occupational Certificate: Supply Chain Practitioner (or access via RPL against relevant access requirements).

ASSESSMENT

The assessment strategy includes an External Integrated Summative Assessment (EISA) conducted through the relevant QCTO Assessment Quality Partner, focusing on the Exit Level Outcomes and Associated Assessment Criteria: External Integrated Summative Assessment (EISA):Conducted via written assessments based on the work experience component at an approved assessment site, assessed by registered assessors and marked by global examiners appointed by the Professional Body upon proof of completion of all required modules and work experience.

ACCREDITATION

Type	Accreditation number	Valid until
Assessment centre	01-QCTO/AC-TTC010726140549	30 Jun 2031
QCTO SDP	01-QCTO/SDP191024060115	17 Oct 2029
Assessment centre	05-QCTO/AC-TTC010726140258	30 Jun 2031
QCTO SDP	05-QCTO/SDP240824104357	22 Aug 2029

Verify any accreditation and download letters at www.gcc-sd.com/accreditations

Run this qualification as a learnership

Request a proposal: www.gcc-sd.com/request-a-proposal?qualification=purchasing-officer-91788

Gauteng City College (Pty) Ltd · Reg. 2012/185869/07 · DHET 2017/FE07/001 · B-BBEE Level 2. Generated from live accreditation data; details may change.