



BCONSULT

Occupational Certificate
PURCHASING OFFICER

NQF Level 6 | SAQA ID 91788 | 161 Points | 12 Months

Occupational Certificate:

Purchasing Officer – NQF Level 6

SAQA ID: 91788 | Credits: 161 | Duration: 12-month | QCTO Learnership

1. Course Overview

The Occupational Certificate: Purchasing Officer equips learners with the knowledge, skills, and work experience required to perform effectively in purchasing and supply chain environments. Purchasing Officers are responsible for preparing and processing orders for goods and services, monitoring stock levels, managing supply sources, and ensuring efficient storage and distribution operations within organisations.

This qualification develops core competencies in negotiations, contract development, performance measurement, and supplier relationship management, thereby preparing learners to contribute meaningfully to organisational efficiency and compliance with legal and professional standards.

2. Learning Outcomes

On completion of this programme, learners will be able to:

- Negotiate the purchasing and supply of goods and services.
- Develop contracts in purchasing and supply.
- Monitor and measure purchasing performance.
- Manage purchasing and supply relationships.

KNOWLEDGE MODULES

Curriculum Code	Knowledge Module	NQF Level	Credits
332302000-KM-01	Negotiations in Purchasing and Supply	5	15
332302000-KM-02	Developing Contracts in Purchasing and Supply	5	15
332302000-KM-03	Purchasing Performance Measurement	5	9
332302000-KM-04	Purchasing and Supply Relationship Management	5	20

Johannesburg: 32 Lucas Ln Bedfordview, Germiston, 2008

Durban: 28-32 Siphosethu Rd, Mt EdgeCombe, Kingfisher Office Park

Cape Town: Unit 63 & 64 Millenium Office Park, 19 Edison Way, Century City, Milnerton

Purchasing Officer – NQF Level 6

SAQA ID: 91788 | Credits: 161 | Duration: 12-month | QCTO Learnership

PRACTICAL SKILLS MODULES

Curriculum Code	Practical Skills Module	NQF Level	Credits
332302000-PM-01	Prepare for negotiations with suppliers	5	16
332302000-PM-02	Plan, prepare and communicate purchasing information through the development and award of contracts	6	16
332302000-PM-03	Collect and manage information on performance of suppliers, buyers and purchasing and supply function	6	20
332302000-PM-04	Manage customer and supplier relationships in the purchasing and supply environment	6	12

WORKPLACE MODULES

Curriculum Code	Workplace Module	NQF Level	Credits
332302000-WM-01	Processes of collaboration to provide negotiation strategies and plans	6	16
332302000-WM-02	Contract management collaboration processes	6	10
332302000-WM-03	Continuous improvement processes for purchasing and supply	6	12

3. **A Qualified Learner Will Be Able To:**

- Prepare for and conduct supplier negotiations using sound principles, market research, SWOT analysis, and PESTLE frameworks.
- Draft and manage legally compliant purchasing and supply contracts, including terms of liability, indemnities, and dispute resolution mechanisms.
- Design and implement supplier performance measurement systems using KPIs, benchmarking, and vendor rating methods.
- Build and manage sustainable supplier and customer relationships, including conflict resolution and supplier development initiatives.

Johannesburg: 32 Lucas Ln Bedfordview, Germiston, 2008

Durban: 28-32 Siphosethu Rd, Mt EdgeCombe, Kingfisher Office Park

Cape Town: Unit 63 & 64 Millenium Office Park, 19 Edison Way, Century City, Milnerton

Occupational Certificate:

Purchasing Officer – NQF Level 6

SAQA ID: 91788 | Credits: 161 | Duration: 12-month | QCTO Learnership

Entry Requirements

- **Foundational Requirement:** Occupational Certificate: Supply Chain Practitioner (NQF Level 5).
- **Recognition of Prior Learning (RPL):** Learners may gain access through evidence of relevant prior learning and work experience, assessed and confirmed by accredited providers or workplaces.

4. International Comparability

The qualification has been benchmarked against international occupational standards in Purchasing, Logistics, Operations, and Supply Chain Management. Best practice methodologies, such as functional analysis and occupational mapping, were applied during its development.

While international trade and export coverage was limited in the comparison, the qualification reflects global standards in purchasing practices, contract management, and supplier relationship management. Its structure and competencies are aligned with similar qualifications offered internationally, ensuring both national and global recognition.

5. Occupational Trainer – NQF Level 6 Certification

- Occupational Certificate: Purchasing Officer
- NQF Level: 6
- Minimum Credits: 161
- Quality Assurance Body: QCTO

This qualification replaces the National Diploma: Supply Chain Management

6. Potential Career Opportunities

Graduates of this qualification can pursue roles such as:

- Purchasing Officer
- Procurement Specialist
- Supply Chain Coordinator
- Buyer
- Contract Administrator
- Supplier Relationship Manager

This qualification also serves as a pathway to advanced learning in **Supply Chain Management** at NQF Level 7 and above.

Johannesburg: 32 Lucas Ln Bedfordview, Germiston, 2008

Durban: 28-32 Siphosethu Rd, Mt EdgeCombe, Kingfisher Office Park

Cape Town: Unit 63 & 64 Millenium Office Park, 19 Edison Way, Century City, Milnerton

www.bconsult.co.za

Occupational Certificate:

Purchasing Officer – NQF Level 6

SAQA ID: 91788 | Credits: 161 | Duration: 12-month | QCTO Learnership

7. Learning Options

Learners may pursue training through:

- Accredited training providers.
- Workplace-based experiential learning.
- Blended learning models combining theory and practice.

Contact Details

Email

sales@bconsult.co.za

info@bconsult.co.za

Phone

+27 31 536 8167

+27 87 222 7137

+27 31 536 8467

Johannesburg: 32 Lucas Ln Bedfordview, Germiston, 2008

Durban: 28-32 Siphosethu Rd, Mt EdgeCombe, Kingfisher Office Park

Cape Town: Unit 63 & 64 Millenium Office Park, 19 Edison Way, Century City, Milnerton

www.bconsult.co.za