



BCONSULT

Occupational Certificate
PURCHASING OFFICER

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

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.

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.

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.

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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

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7. Learning Options

Learners may pursue training through:

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

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