ZIMBABWE

MINISTRY OF HIGHER AND TERTIARY EDUCATION, INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

HIGHER EDUCATION EXAMINATIONS COUNCIL

2023

REGULATIONS AND MODULES FOR THE

NATIONAL DIPLOMA

IN

PURCHASING AND SUPPLY MANAGEMENT

Course Code: **543/23/CO/M0**

Implementation date: January 2024

HERITAGE-BASED EDUCATION 5.0

PREAMBLE

The course is designed to develop a Procurement Officer with the necessary knowledge, skills and attitudes to satisfy the procurement needs of all sectors of the economy. The entry requirement of the course is a National Certificate in Purchasing and Supply Management or equivalent plus evidence of five 'O' Level subject passes at grade C or better including English Language, and any other three subjects or relevant NFC subjects or equivalent. The course duration is 1990 notional hours plus one year On the Job Education and Training (OJET). The course is offered on a full time, part time, block release or Open Distance Learning (ODL) basis. Assessment is through continuous assessment, and written examination. The course will consider gender mainstreaming, sustainable development, physical challenges, health dispositions and the intersections between race, class and culture. It shall embrace innovative heritage based education and training philosophy to solve national problems and to produce goods and services for industrialization and modernization.

CONSULTATION	YEAR
1. Zimbabwe Revenue Authority (ZIMRA)	2023
2. Zimbabwe National Army (ZNA)	2023
3. Institute of Purchasing and Supply Management	2023
4. Supply chain association of Zimbabwe	2023
5. TelOne	2023
6. Delta Corporation Limited	2023
7. Africa University	2023
8. Chikomba Rural District council	2023
9. Procurement Regulatory Authority of Zimbabwe (PRAZ)	2023
10. Craig Supply chain consultancy	2023

PART 1: COURSE REGULATIONS

1.0   TITLE AND LEVEL OF AWARD

National Diploma in Purchasing and Supply Management

2.0   AIM

The aim of the course is to develop a Procurement Officer with the necessary knowledge, skills and attitudes to satisfy the needs of all sectors of the economy.

3.0   LEARNING OUTCOMES

By the end of the course the student should be able to;

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3.1 perform purchasing procedures in the organization for timeous procurement

3.2 communicate effectively with all stakeholders to keep everyone informed

3.3 apply appropriate legal framework in procurement to avoid litigation

3.4 apply statistics and quantitative techniques to improve decision making

3.5 apply suitable stock control techniques to ensure adequate stock

3.6 solve procurement and stores management problems to mitigate losses

3.7 perform procurement operations for easy procurement of goods and serves.

3.8   apply artificial intelligence and other forms of computer packages to process payroll

3.9   prepare and interpret financial statements for various business entities according to international accounting standards.

3.10   conduct research and present findings, conclusions and recommendations for implementation by the end-users

3.11   demonstrate patriotism.

3.12   demonstrate sound management skills and manage business units

COURSE STRUCTURE

	MODULE TITLE	MODULE CODE	DURATION IN HOURS
	ND 1 SEMESTER ONE		
1	Financial Accounting and Reporting 1	500/23/M02/1	120
2	Computer Applications	526/23/M02	120
3	Communication	543/23/M01	120
4	Principles of Purchasing and Supply	543/23/M09	120
5	Inventory Management	543/23/M02	150
6	Management of organizational assets	543/23/M03	150
7	Legal Aspects of Procurement	543/23/M05	150
8	*National Studies	401/22/M01	80

9	Skills Proficiency	543/23/M12	-
	ND1 SEMESTER TWO		
10	Logistics and Distribution Management	543/23/M04	150
11	Cost and Management Accounting 1	500/23/M06/1	120
12	Public procurement	543/23/M06	120
13	Strategic Procurement	543/23/M07	150
14	Business Research Methods	500/23/M13	120
15	Procurement Negotiation	543/23/M08	150
16	Industrial and Services Procurement	543/23/M10	150
17	* Entrepreneurship Skills Development	402/22/M01	80
18	Skills Proficiency	543/23/M12	
	TOTAL		**1990**
	ND 2		
	SEMESTER 1		
	OJET	543/23/M11	**1 Year**
	SEMESTER 2		
	OJET	543/23/M11	**1 Year**
	Total Hours		**1990 + 1Year**

*** *National Studies and Entrepreneurship Skills Development are exempted to those who have passed the subjects at other levels*

5.0   DURATION

The course duration is 1990 hours plus one year On the Job Education and Training.

6.0   ENTRY REQUIREMENTS

6.1 English Language and any other four subjects passed at O' Level with grade C or better or two NFC subjects and a National Certificate in Purchasing and Supply Management or equivalent.

6.2 The single module part qualification pathway is exempted from 5 O' levels requirement.

6.3 The single modular part qualifications should be taken 1 (one) module at a time by those without 5 Ordinary levels.

7.0 MODE OF STUDY

Full time
Part time
Block Release
ODL

8.0 <u>ASSESSMENT SCHEME</u>

MODULE TITLE AND CODE	WRITTEN EXAMINATION 40%	CONTINUOUS ASSESSMENT60%	WEIGHTING 100%
SEMESTER ONE			
1. Financial Accounting and Reporting 1	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
2. Computer Applications	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
3. Communication	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
4. Principles of Purchasing and Supply	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%

MODULE TITLE AND CODE	WRITTEN EXAMINATION 40%	CONTINUOUS ASSESSMENT60%	WEIGHTING 100%
5. Inventory Management	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
6. Management of organizational assets	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
7. Legal Aspects of Procurement	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
8. *National Studies	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
9. Skills Proficiency			
SEMESTER TWO			
10. Logistics and Distribution Management	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
11. Cost and Management Accounting 1	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20%	100%

MODULE TITLE AND CODE	WRITTEN EXAMINATION 40%	CONTINUOUS ASSESSMENT60%	WEIGHTING 100%
		• 2 Tests 20%	
12. Public procurement	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
13. Strategic Procurement	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
14. Applied Research Methods	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
15. Procurement Negotiation	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
16 Industrial and Services Procurement	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
17 *Entrepreneurship Skills Development	3 hour written examination	A minimum of • 2 Assignments 20% • 2 Practical Assignment 20% • 2 Tests 20%	100%
18. Skills Proficiency	Submit Marks	Submit Marks	100%
ND2			

MODULE TITLE AND CODE	WRITTEN EXAMINATION 40%	CONTINUOUS ASSESSMENT60%	WEIGHTING 100%
19.On the Job training	As per log book	As per log book	100%

9.0   GRADING

0% to 49%	-	Fail
50% to 59%	-	Pass
60% to 79%	-	Credit
80% and above	-	Distinction

10.0   CONDITIONS OF AWARD

10.1 A candidate should attend at least 100% of learning sessions to qualify for examinations.

10.2 The final mark should be obtained through aggregation provided the candidate scores at   least 50 % in each of continuous assessment and examinations.

10.3 The pass mark shall be 50 %.

10.4 A candidate should pass all modules to be awarded a National Diploma in Purchasing and Supply Management.

10.5   Single module candidates will be awarded part certificates in passed single modules.

11.0   RE-WRITES

11.1 Re-write(s) should conform to current course structure.

11.2 Any candidate who fails to pass at least two thirds of the course should rewrite the failed modules before proceeding to the next semester.

11.3 A candidate shall not be allowed to register a module before passing the pre- requisite for that module

11.4 A candidate is given no time limit in which to re-write the failed module (s).

11.5 There is no aggregation for re-writes.

11.6 All re-writes should pass on performance in the examination.

11.7 If a candidate fails coursework, he/she repeats the module.

12.0   EXEMPTIONS AND TRANSFER OF CREDITS

12.1 Exemptions are only granted in modules already attained from a complete accredited qualification provided an exemption certificate specifying exempted modules is produced.

12.2 Transfer of credits are only granted in modules passed from accredited course programmes.

12.3   Exemption or Transfer of credits certificate should be applied for at enrolment stage and produced before registration of examinations

13.0 IRREGULAR PRACTICES

13.1 Cheating in examinations will result in disqualification from the whole course and all other HEXCO courses. The candidate will be suspended for two year

13.2 Plagiarism with a similar index of more than 15% in any of the assessments will result in automatic disqualification of the module.

14.0   RESOURCES

14.1   Lecturers Qualification

The minimum qualification for a lecturer is at least a relevant Higher National Diploma or equivalent, with a teaching qualification being an added advantage, plus at least two years post qualification experience.

14.2   Facilities, Tools and Equipment

Lecture room

Furniture (a desk and a chair per student)

Chalkboard, overhead projector

An equipped computer laboratory (1 computer to 1 student)

15.0   Suggested References

1. Adams, S. (2007**) Fundamentals of Business Economics**, UK.
2. Agarnal, B.M. (2010) **Business Mathematics and Statistics**, India
3. Agtarap, D. (2007) **Fundamentals of Accounting**, Indiana.
4. Bali N.P & Gupta P.N. (2007**) A Textbook for quantitative techniques**,
5. Black A. P. (2008) **Public economics**, 4the Edition, South Africa.
6. Britt ,D. (2005**) Improving Business Communication Skills**.

7. David E,Mulcahy & J,Sydow(2008) Distribution & Warehousing management,1st edition, Auerbach publication

8. Dobson, P. & Stokes, R. (2012) **Commercial Law**, 8th Edition, UK.

9. Fielding, M. (2005**) Effective communication in organisations**, South Africa.

10. International Trade Centre (22010) Module 5: Understanding the Corporate Environment, International Purchasing & Supply Management Modular Learning System, UNCTAD/WTO.

11. Lipsey, R.G.(1981)An Introduction to positive Economics, UK.

12. London Atwood, PR. (2010), Planning A Distribution System Cover, Press London

13. Lysons, CK. (2010), Purchasing and Supply Chain Management, Prentice Hall

14. Lysons, K and Farrington, B 9th ed. (2016) Purchasing and Supply Chain Management, Pearson Education Limited, England.

15. Lysons, K. & Farrington B. (2012) Procurement and Supply Chain Management: Pearson Times,

16. Lysons, K. & Farrington B. (2012) Purchasing and Supply Chain Management: Pearson Times, London

17. Lysons, K. (2010) Procurement and Supply Management. Prentice Hall. London: Management Homewoods: Irwin

18. Public procurement act

19. Ryder, N. (2012) Commercial Law, Principles and Policy, UK

20. Sealy l.S. (2008) Commercial Law (Text, Cases and materials), UK

21. Tillson, J. (2012) Consumer and Commercial law, USA

22. Wild, T. (2002) Best Practice in Inventory Management. Butterworth. London

PART 1I: MODULES

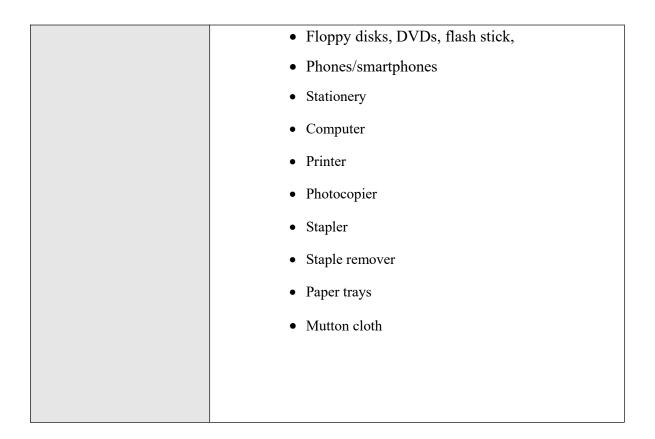| Module Code:	**543/23/M01**
Module Title:	**communication**
ZNQF Level:	**5**
Credits:	12
Duration:	120 hours
Relationship with Qualification Standards:	Based on Unit Standard **PROCUREMENT** of Qualification Standard for A Procurement/Purchasing Officer
Pre-requisite modules:	N/A
Purpose of Module:	This module describes the skills, knowledge and attitudes required by a Procurement/Purchasing Officer to configure procurement operations by applying the fundamentals of procurement to specific types of procurement, set plans for procurement, implement the procurement principles and improve the performance of the procurement. This module is important, as it will ensure that goods and services flow continuously and efficiently into organizations in order to meet user departments' needs. This gives business entities that use proper procurement principles a competitive edge to out position rivals through the attainment of five rights, procuring right quality requirements, in the right quantities, from the right source, to be delivered at the right time and to right place, at the right price. This module targets individuals who are interested in procurement processes. It caters for youths and adults as well as men and women. It is useful for both established businesses and upcoming indigenous business enterprises.
List of Learning Outcomes:	**LO1:** disseminate information **LO2:** organize departmental meetings **LO3:** liaise with other department **LO4:** liaise with suppliers to complete procurement process

Learning Outcome 01	Disseminate information
Assessment Criteria:	7.1.1 produce written reports 7.1.2 Transmit information using proper media 7.1.3 Submit to stakeholders on time
Content:	7.1.1 produce written reports 7.1.2 transmit information through proper media 7.1.3 submitting relevant reports to stakeholders on time.

Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to conduct identification of organizational requirements, prepare budgets and requisite documentation. 2. Practical assessment on the establishment and adherence to organizational priorities and requisite documentation.

Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	
	3. The context of assessment should include the facilities, tools, equipment and materials listed below:
	
	    • White boards
	
	    • White markers
	
	    • Computers
	
	    • printers
	
	    • Laptops
	
	    • DVDs/flash /data cable/floppy disks
	
	    • Projectors
	
	    • Surge conductors
	
	    • phone/Smart phones
	
	    • Internet/wifi
	
	    • Stationery
	
	    • photocopier
	
	      Stapler
	
	    • Staple remover
	
	    • Paper trays
	
	    • Mutton cloth

Learning Outcome 02	Organize departmental meetings
Assessment Criteria	7.2.1 Write Memos and letters in accordance with laid down standards 7.2.2 Arrange meetings according to set rules 7.2.3 Conduct meetings in accordance with prescribed agenda 7.2.4 Produce accurate records of meeting proceedings 7.2.5 Demonstrate presentation skills 7.2.6 Complete in evaluation forms 7.2.7 complete register of participants
Content	7.2.1 write memos and letters according to laid down standards 7.2.2 arrange meetings according to set rules for compliance 7.2.3 conduct meetings according to prescribed agenda 7.2.4 produce accurate records for the meeting proceedings 7.2.5 demonstration of presentation skills 7.2.6 filling in and completion of evaluation forms by participants 7.2.7 produce a complete participants register
Assessment Tasks	1. Written and/or oral assessment on the skills required to conduct supplier assessments and or evaluation. 2. Practical assessment on the creation of supplier data base.

Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	
	4. The context of assessment should include the facilities, tools, equipment and materials listed below:
	   • White boards
	   • White markers
	   • Computers

	- printers - Laptops - DVDs/flash /data cable/floppy disks - Projectors - Surge conductors - phone/Smart phones - Internet/wifi - Stationery - photocopier Stapler - Staple remover - Paper trays - Mutton cloth

Learning Outcome 03	Liaise with other departments
Assessment Criteria	7.3.1 follow appropriate communication procedures in line with company policy 7.3.2 Handle problems in line the prescribed customer service standards 7.3.3 Scheduled departmental meetings according to events calendar
Content	7.3.1 follow appropriate communication procedures in line with company policy 7. 3. 2 solve customers' problems and queries in line with set service standards 7..3.3 schedule departmental meetings to events calendar
t Assessment Tasks	1. Written and/or oral assessment on the skills and knowledge required to draft tender documents. 2. Written and or oral assessment on different types of tenders. 3. Practical assessment on tender drafting.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Whiteboards • White markers • Laptops • Surge protectors • Projectors

	- Floppy disks, DVDs, flash stick, - Phones/smartphones - Stationery - Computer - Printer - Photocopier - Stapler - Staple remover - Paper trays - Mutton cloth

Learning Outcome 04	Liaise with suppliers to complete procurement process
Assessment Criteria	7.4.1 Contact suppliers to process purchase orders according to procurement procedures 7.4.2 confirm purchasing and supply arrangements 7.4.3 interface with suppliers is maintained to ensure accuracy of communication relating to purchases
C	7.4.1 conduct suppliers to process purchase orders in accordance with procurement procedures. 7.4.2 seek confirmation of purchasing and supply arrangements 7.4.3 maintain interface with suppliers to ensure accuracy of communication pertaining to purchasing issues

Assessment Tasks	1. Written and/or oral assessment on the skills and knowledge required to publish RFQs and, adhere to procurement procedures and regulations 2. Practical assessment on the drafting of procurement documents. 3. Practical assessment on supplier evaluation. 4. Practical assessment on procurement performance measurement.

Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	
	3. The context of assessment should include the facilities, tools, equipment and materials listed below.
	
	   • Computers
	   • Whiteboards
	   • White markers
	   • Laptops
	   • Surge protectors
	   • Projectors
	   • Floppy disks, DVDs, flash stick, memory cards smartphones
	   • Stationery
	      Printer
	   • Photocopier
	   • Stapler

Reference Materials (recommended textbooks, recommended readings)

Peter little, (1977) oral & written communication,3rd[d] edition, publisher, Pitman

Honey Peter, (1988)   Managing problems, people, behavioral skills for leaders, published by Video Arts Ltd

Johnson G, Scholes K. & Whittington R. (2010) Exploring Strategy: Text and Cases. 9th edition: Prentice Hall. Harlow

Jay Sullivan, (2014) communicating better at work and beyond, catholic press association, NY

Robert Bolton, (2022) Effective verbal & written communication, bureau marketing partnerships, Canada

Keith Coleman (2019) effective communication skills, amazon digital services LLC-kdp print Us

Tuhonvsky, I, (2015) Communication skills training ,rupa publishers

Maxwell C John, (2013) Channeling Anger and Disagreement into Powerful Dialogue, Maxwell Motivation

Gary, J. (1994) Purchasing and the Management of Materials.7thEdition John Willey and Sons New York
,
Lysons, K. (2010) Purchasing and Supply Management. Prentice Hall. London: Management Homewoods: Irwin

Lysons, K. & Farrington B. (2012) Purchasing and Supply Chain Management: Pearson Times, London

ASSESSMENT SPECIFICATION GRID

	LEARNING OUTCOME	WEIGHTING 100%
LO1	Disseminate information	25
LO2	Organize departmental meetings	25
LO3	Liaise with other departments	25
LO4	Liaise with suppliers to complete procurement process	25
		100%

Module Code:	543/23/M02
Module Title:	**Inventory Management**
ZNQF Level:	**5**
Credits:	15
Duration:	150 Hours
Relationship with Qualification Standards:	Based on Unit Standard PROCUREMENT of Qualification Standard for A Procurement/Procurement Officer.
Pre-requisite modules:	N/A
Purpose of Module:	This unit enables an individual to analyse inventory situations and implement suitable inventory management models. This module targets individuals who are interested in inventory and materials management. It caters for youths and adults as well as men and women. It is useful for both established businesses and upcoming indigenous business enterprises.
List of Learning Outcomes:	LO1 Explain the scope of Stores and store inventory LO2 Manage stores and stores inventory LO3 Illustrate warehouse out in an automated organisation LO4 Assess the importance of equipping employees with materials handling skills LO5 Evaluate stores performance through bench marking LO6 Analyse new trends and approaches in inventory management
Learning Outcome 01	Explain the scope of Stores and store inventory
Assessment Criteria:	1.1.1 Define management. 1.1.2 Explain the elements of inventory/materials management. 1.1.3 Identify the objectives of inventory/materials management 1.1.4 Significance of inventory management is outlined. 1.1.5 Stores organisation
Content:	1.2.1 Meaning and elements of management. 1.2.2 Explain the objectives of stores/materials management.

	1.2.3 Identify and explain the objectives of inventory/materials management. 1.2.4 Explain stores organisation. 1.2.5 Discuss the Role of Materials/Inventory Management in other areas of Management Functions.
Assessment Tasks:	1. Written and/or oral assessment on the elements of management. 2. Written and/or oral assessment on the objectives of inventory management. 3. Written and or oral assessment on relations between Materials Management and other Management Functions. 3. Practical assessment on stores organisation.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 02	**Manage stores and stores inventory**
Assessment Criteria:	2.1.1 Identify the stores activities. 2.1.2 Explain how the different activities work.
Content:	2.2.1 Identify stores activities. 2.2.2 Explain the different stores activities.

	2.2.3 Discuss the advantages and Limitations of Stores activities.
	2.2.4 Standardisation and its benefits are explained.
	2.2.5 Explain the elements of inventory control.
Assessment Tasks:	1. Written and/or oral assessment on the stores activities.
	2. Written and or oral assessment on Inventory Models.
	3. Practical assessment on stores activities.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	The context of assessment should include the facilities, tools, equipment and materials listed below:
	• Computers, Laptops
	• Smart Phones
	• Projectors
	• Internet
	• WIFI
	• Surge Protector Adaptors
	• White Board/Interactive Boards
	• White Board Markers
	• Stationery
	• Printer
	• Photocopier
	• Stapler
	• Staple remover
	• Paper trays
	• Mutton Cloth
Learning Outcome 03	**Illustrate warehouse out in an automated organisation**
Assessment Criteria:	3.1.1 Methods of Warehouse layout are explained.
	3.1.2 Use of automation in storage facilities.
	3.1.3 Security measures in stores management.
	3.1.4 Health and safety in stores is explained.
Content:	3.2.1 Explain the Location and Layout of a Storage facility.
	3.2.2 Identify the benefits of automation in warehouse management.
	3.2.3 Describe security measures in stores management.
	3.2.4 Explain healthy and safety measures.

Assessment Tasks:	1. Written and/or oral assessment on security measures in stores 2. Practical assessment on warehouse layout. 3. Written and or oral assessment on security measures in stores.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 04	**Assess the importance of equipping employees with materials handling skills**
Assessment Criteria:	4.1.1 Define Materials Handling. 4.1.2 Identify and explain benefits of proper materials handling. 4.1.3 Analyse equipment used for storage and handling materials. 4.1.4 Assess the effects of double handling. 4.1.5 Train the machine operators
Content:	4.2.1 Explain the benefits of proper materials handling equipment. 4.2.2 Identify the various equipment used in storage and handling materials. 4.2.3 Assess the effects of double handling.
Assessment Tasks:	1. Written and/or oral assessment benefits of proper handling equipment. 2. Written and/or oral on double handling.

	3. Practical assessment on
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome LO5	**Evaluate stores performance through bench marking**
Assessment Criteria:	5.1.1 Define performance measurement 5.1.2 Evaluate operational research techniques. • Network Analysis • Decision Trees 5.1.3 Explain benchmarking
Content:	5.2.1 Define performance measures. 5.2.2 Identify and explain operational research techniques: • Network Analysis • Decision Trees 5.2.3 Explain benchmarking and measures of performance.
Assessment Tasks:	1. Written and/or oral assessment operational research techniques.

	2. Practical assessment on Network Analysis and Decision Trees.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome LO6	**Analyse new trends and approaches in inventory management**
Assessment Criteria:	7.1.1 Effects of new technologies in stores management 7.1.2 Describe the New Developments in Storing 7.1.3 Use of computers in stores management
Content:	7.2.1 Explain the effects of new technologies in stores management 7.2.2 Describe the New Developments in Storing. 7.2.3 Evaluate use of computers in stores management.
Assessment Tasks:	1. Written and / oral assessment on the new developments in storing materials. 2. Written and /oral assessment on the skills and knowledge needed to evaluate the effects of new technologies in stores management.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.

	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	The context of assessment should include the facilities, tools, equipment and materials listed below:
• Computers, Laptops
• Smart Phones
• Projectors
• Internet
• WIFI
• Surge Protector Adaptors
• White Board/Interactive Boards
• White Board Markers
• Stationery
• Printer
• Photocopier
• Stapler
• Staple remover
• Paper trays
• Mutton Cloth

Approach to Teaching and Learning:

1. Observation of adult learning principles.
2. Both institution-based and work-based learning to facilitate the integration of theory and practice.
3. Face-to-face education and learning.
4. Problem-based learning.
5. Online/distance education and learning.
6. Blended/hybrid education and learning.
7. Use of social media

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers, Laptops
- Smart Phones
- Projectors
- Internet

- WIFI
- Surge Protector Adaptors
- White Board/Interactive Boards
- White Board Markers
- Stationery
- Printer
- Photocopier
- Stapler
- Staple remover
- Paper trays
- Mutton Cloth

Reference Materials (recommended textbooks, recommended readings)

- Johnson G, Scholes K. & Whittington R. (2010) Exploring Strategy: Text and Cases. 9th edition: Prentice Hall. Harlow
- Killen, K.H. (1995) Managing Procurement: Irwin London
- Lewis, C. (1997) Demand Forecasting and Inventory Control. Butterworth. London
- Wild, T. (2002) Best Practice in Inventory Management. Butterworth. London
- Gary, J. (1994) Procurement and the Management of Materials.7thEdition John Willey and Sons New York
- Lysons, K. (2010) Procurement and Supply Management. Prentice Hall. London: Management Homewoods: Irwin
- Lysons, K. & Farrington B. (2012) Procurement and Supply Chain Management: Pearson Times, London
- Baily P et al (1994), Purchasing Principles and Management, Pitman, London
- Doubler D.W, Burt, D.N (1996), Purchasing and Supply Management Text and Cases, 6th edition, McGraw – Hill, New York.
- Killen, K.H. (1995), Managing Purchasing: Irwin, London
- Saunders M. (1994), Strategic Purchasing and Supply Chain Management, Pitman, London.

Assessment Grid:

	Topic	Weighting %
1	Management of Stores	20

2	Management of Stores Activities	20
3	Physical Management of Inventory	15
4	Storage and Materials Handling	15
5	Measuring Stores Performance	15
6	New Trends and Approaches in Inventory Management	15

Module Code:	**543/23/M03**
Module Title:	**Management of Organisational assets**
ZNQF Level:	**5**
Credits:	15
Duration:	150 hours
Relationship with Qualification Standards:	Based on Unit Standard **PROCUREMENT** of Qualification Standard for A Procurement/Purchasing Officer
Pre-requisite modules:	N/A
Purpose of Module:	This module describes the skills, knowledge and attitudes required by a Procurement/Purchasing Officer to manage resources in procurement. This module is important, as it will ensure resources and efficiently into organisations in order to meet user departments' needs. This gives business entities that use proper principles in managing resources so as to contain costs and have competitive edge to out position rivals. This module targets individuals who are interested in managing resources in purchasing. It caters for youths and adults as well as men and women. It is useful for both established businesses and upcoming indigenous business enterprises.
List of Learning Outcomes:	**LO1:** Manage assets for the procurement department

LO2: Manage materials and materials handling

LO3: Recruit and retain human resources

LO4: Design and implement health, safety and

environmental procedures

LO5: Control organizational cash flows |

Learning Outcome 01	Manage assets for the procurement department
Assessment Criteria:	1.1 Register and maintain assets. 1.2. Carried out Physical resource verification. 1.3 Asset procurement is determined 1.4 Observed Internal control systems 1.5 Asset register is maintained
Content:	1.1 Prepare and maintain asset register 1.2 Carry out physical resource verification 1.3 Determine asset procurement 1.4. Observe internal control systems 1.5 Maintain asset register

Assessment Tasks:	3. Written and/or oral assessment on the skills and knowledge required to conduct identification of organisational requirements, prepare budgets and requisite documentation. 4. Practical assessment on the establishment and adherence to organisational priorities and requisite documentation.
Conditions/Context of assessment	5. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 6. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 7. The context of assessment should include the facilities, tools, equipment and materials listed below: - Computers - Stationery - Computer - Printer - Photocopier - Stapler - Staple remover - Paper trays - Mutton cloth

Learning Outcome 02	Manage materials and materials handling
Assessment Criteria	2.1. knowledge of organisational procedures and documentation is demonstrated 2.2 authorisation to receive and distribute materials is obtained 2.3 records of materials movement and report are maintained. 2.4 internal control systems are observed
Content	2.1 demonstrate knowledge of organisational procedures and documentation 2.2 obtain authorization to receive and distribute materials 2.3 maintain records of materials movement and reports 2.4 observe internal control systems
Assessment Tasks	3. Written and/or oral assessment on the skills required to conduct supplier assessments and or evaluation. 4. Practical assessment on the creation of supplier data base.
Conditions/Context of assessment	3. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 4. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers • Stationery • Computer • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth

Learning Outcome 03	**LO3:** Recruit and retain human resources
Assessment Criteria	3.1 Ascertain Human resources requirements 3.2 Draw job description 3.3 Place Adverts 3.4 Shortlist and interview Candidates 3.5 Recruit Successful candidates 3.6 Draw and fill employment contracts in line with statutes 3.7 Review employee grades
Content	3.1 Ascertain Human resources requirements 3.1.1 Define Human Resource administration 3.1.2 Objectives of Human resource administration 3.1.3 Functions of a Human resource administrator 3.1.4 Human resource Planning 3.1.5 Define HR Planning 3.1.6 Objectives of HR Planning 3.1.7 Human resource Planning cycle 3.2 Draw job description • Job Analysis meaning • Job analysis concepts • Job description • Job specification • Job design • Important elements of a job description • Important elements of job specification 3.3 Place Adverts • Job advertisement • Important components in a job advertisement • Job advertising media • How to structure a job advertisement • Considerations in choosing job advertising media 3.4 Shortlist and interview Candidates • Recruitment and selection • Definition of Recruitment and selection • Recruitment sources • Recruitment process

	• Process of sifting applications to arrive at a shortlist • Advantages and disadvantages of various recruitment sources 3.5 Recruit Successful candidates • Selection defined • Selection methods / tools • Interview types • Preparation for interviews • Selection process • Problems in select ion and how to counter them 3.6 Draw and fill employment contracts in line with statutes •Define contract of employment • Importance of contract of employment •Types of employment contract •Essential elements of a contract of employment •How to design a contract of employment •Relevant Statutes guiding employment contract 3.7 Review employee grades •Employee grades defined •Reasons for reviewing grades •Grade review process
t Assessment Tasks	4. Written and/or oral assessment on the skills and knowledge required to draft tender documents. 5. Written and or oral assessment on different types of tenders. 6. Practical assessment on tender drafting.

Conditions/Context of assessment	4. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	
	5. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	
	6. The context of assessment should include the facilities, tools, equipment and materials listed below:
	
	    • Computers
	
	    • Stationery
	
	    • Computer

	• Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth

Learning Outcome 04	Design and implement health, safety and environmental procedures
Assessment Criteria	4.1 Establish requirements for safety clothing in accordance with the nature of work 4.2 Identify workplace risks and hazards e.g. conduct safety drills, design awareness programs 4.3 Identify control measures 4.4 Determine waste disposal methods in line with SHE standards
Content	**4.1 Establish requirements for safety clothing in accordance with the nature of work** - Define health, safety and Environment - Health and safety policy - Elements of a health and safety policy - Define Personal protective Equipment (PPE) - Types of PPE - Ensuring proper use of PPE - Importance and Benefits of PPE - Maintenance of PPE **4.2 Identify workplace risks and hazards e.g. conduct safety drills, design awareness programs** 4.2.1 Health and safety risks 4.2.2 How to identify safety and health hazards 4.2.3 Meaning of Health and safety awareness 4.2.4 Importance of Health and safety awareness program 4.2.5 Important Health and safety awareness program 4.2.6 Safety drills 4.2.7 Types of drills 4.2.8 Importance of mock drills 4.2.9 Tips for conducting workplace drills 4.2.9.1 Choose a scenario relevant to your community Choose intervals/ frequency

| | 4.2.9.2 Keep them unannounced
4.2.9.3 Add some surprises (unexpected elements)
4.2.9.4 Establish success metrics/ measurements.
4.2.9.5 Debrief after the drill

4.3 **Identify control measures**

4.3.1 Health and safety risks reduction methods
4.3.2 Causes of accidents
4.3.3 Measures to reduce accidents
4.3.4 Responsibility for health and safety
4.3.5 Of the employer
4.3.6 Of the employee 4.3.7 Of the government and NSSA

4.4 **Determine waste disposal methods in line with SHE standards**

• What is waste

• Types of waste

• Explain waste disposal

• Waste disposal methods

• Waste management and disposal policy

• Importance of waste disposal

• Waste disposal procedure

• Regulations on waste disposal |

Assessment Tasks	5. Written and/or oral assessment on the skills and knowledge required to publish RFQs and, adhere to procurement procedures and regulations 6. Practical assessment on the drafting of procurement documents. 7. Practical assessment on supplier evaluation. 8. Practical assessment on procurement performance measurement.
Conditions/Context of assessment	4. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 5. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 6. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Stationery • Computer • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth

Learning Outcome 05	Control organizational cash flows
Assessment Criteria	1.1 Identify income generating activities. 1.2 Identify outlays. 1.3 Identify alternative intervention

Content	**1.1 Identify income generating activities.**
	
	• Classification of projects
	   • Categories of capital budgeting projects
	   • Replacement projects
	   • Expansion projects
	   • Safety or environmental projects
	   • Independent and mutually exclusive projects
	
	1.2 Identify outlays
	
	• New investment
	   • Cost of assets and installation costs (calculate)
	   • Change in working capital
	   • Calculate increase or decrease in net working capital
	• Replacement decisions
	   • Disposal value of old assets –calculate
	   • Calculate scrapping allowance or recoupment
	
	1.3 Identify alternative interventions
	
	• Interventions when there is an increase in working capital
	• Interventions when there is a decrease in working capital
	• Incremental after tax revenue or cost saving
	• Capital allowance
	   • Wear and tear allowance
	   • Special initial allowance

Assessment Tasks	1 Written and/or oral assessment on the skills and knowledge required to negotiate contracts. 2 Practical assessment on the rights and obligations of the parties to a contract. 3 Practical assessment on dispute resolution mechanisms.

Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	3. The context of assessment should include the facilities, tools, equipment and materials listed below.
	• Computers
	• Stationery
	• Computer
	• Printer
	• Photocopier
	• Stapler
	• Staple remover
	• Paper trays
	• Mutton cloth

Reference Materials (recommended textbooks, recommended readings)

Armstrong (1999) *Human Resources Management Practice*, 7th Edition, Kogan Page, London

ASB (1999) *Statement of Principles for Financial Reporting*, London, ASB.

Beach D (1985) *The Management of People at Work*, 5th Edition, MacMillan, New York

Cole G A (1993) *Personnel Management Theory and Practice,* D.P PublicationsLtd, London

Cole G A (1999) *Management, Theory and Practice*, 5th Edition, London, Ashford Colour Press Ltd

Correira, C. et al (2003) *Financial Management*: 5 th Edition, Juta, capetown.

David E,Mulcahy & J,Sydow(2008) *Distribution & Warehousing management,1st edition, Auerbach publication*

Elliott, B. and Elliott, J. (2009) *Financial Accounting and Reporting* (13th edn), Harlow, Essex, PearsonEducation Limited.

Evans A (2001) *Staff Recruitment and Retention, Strategies for Effective Action*, Chandos Publishing Ltd, London

Flippo E B (1961) *Principles of Personnel Management*, McGraw-Hill, U.S.A

Gary, J. (1994) *Purchasing and the Management of Materials.7thEdition* John Willey and Sons New York

Gerber et al (1986) *Human Resources Management*, 2nd Edition, Signma Press(Pvt) Ltd, London

Johnson G, Scholes K. & Whittington R. (2010) *Exploring Strategy: Text and Cases. 9th edition:*

Lysons, K. & Farrington B. (2012) *Purchasing and Supply Chain Management*: Pearson Times, London

Lysons, K. (2010) *Purchasing and Supply Management*. Prentice Hall. London: Management Homewoods: Irwin

Muzamani, T. (2000) *Fundamentals of Financial Management*, 1 st edition, UZ Publications, Harare

Wild, T. (2002) *Best Practice in Inventory Management*. Butterworth. London
ASSESSMENT SPECIFICATION GRID

	LEARNING OUTCOME	WEIGHTING 100%
LO1	manage assets in the purchasing organisation	25
LO2	manage materials	15
LO3	recruit and retain human resources	25
LO4	establish/ design health safety and environmental procedures	20
LO5	control cash flow	15

Module Code:	**543/23/M04**
Module Title:	**Logistics and Distribution Management**
ZNQF Level:	**5**
Credits:	15
Duration:	150 Hours
Relationship with Qualification Standards:	Based on Unit Standard **PROCUREMENT** of Qualification Standard for A Procurement/Procurement Officer
Pre-requisite modules:	N/A
Purpose of Module:	To develop an understanding on planning, implementation and controlling the methods, procedures and factors concerned with the transportation and distribution of goods to the final user.
List of Learning Outcomes:	LO1 Analyse the relationship of logistics and customer satisfaction LO2 Determine the most appropriate mode of transport for various cargo. LO3 Manage the logistics and distribution function. LO4 Plan logistics and distribution of supplies. LO5 Control inventory and manage inventory records LO6 Apply information technology in procurement processes. LO7 Analyse the role of government in logistics and distribution management
Learning Outcome 01	LO1 Analyse the relationship of logistics and customer satisfaction
Assessment Criteria:	1.1 Definition of logistics and distribution management. 1.2 Explain the principles of logistics and distribution management. 1.3 Impact of logistics and distribution in management in VUCA environment.

Content:	1.1.1 Logistics and distribution management definition
	1.1.2 The principles of logistics and distribution management
	1.1.3 The impact of logistics and distribution in today's business
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to conduct an analysis on the relationship between logistics and physical distribution management. 2. Written and/or oral assessment on the skills and knowledge required to explain the VUCA (Volatile, Uncertain, Complex, and Ambiguous) environment.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protectors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth
Learning Outcome 02	LO2 Determine the most appropriate mode of transport for various cargo.
Assessment Criteria:	2.1.1 Established Nature and quantity of goods according to order specifications. 2.1.2 Select transport according to nature of goods.

	2.1.3 Follow up deliveries.
Content:	2.2.1 Elements of transport 2.2.2 Functions of transport 2.2.3 Modal characteristics 2.2.4 Intermodal transportation 2.2.5 factors determining the selection of transport carrier/ mode in physical distribution 2.2.6 Transport costing and budgeting 2.2.7 Environmental issues.
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to conduct an analysis on the elements of transport. 2. Written and/or oral assessment on the skills and knowledge required to explain the modes and modal characteristics. 3. Written and/ oral assessment on transport costing and budgeting.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phone • Projector • Internet • WIFI • Surge Protectors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth
Learning Outcome 03	LO3 Manage the logistics and distribution function.
Assessment Criteria:	3.1.1 Discuss Functions and objectives. 3.1.2 Analyse available Fleet t. 3.1.3 Consider Security issues and risks. 3.1.4 Demonstrate usage of containers.
Content:	3.2.1 Functions and objectives: sales order processing (SOP) distribution planning, transportation 3.2.2 Comparison of in house versus contracted out operations, factors affecting choice, management of service providers and third party distribution

	3.2.3 Fleet management: purchase of lease. Types of vehicle and operating characteristics. Legal requirements 3.2.4 Security, detection, control and remedies for loss and damage. 3.2.5 Managing returns 3.2.6 Container and pallet management, hire/purchase, collection and control
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to conduct sales order planning, distribution planning and transportation. 2. Written and/or oral assessment on the skills and knowledge required to conduct a comparison of in house and contracted out operations. 3. Written and/ oral assessment on fleet management. 4. Written and / oral assessment on containerization.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protectors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth
Learning Outcome 04	L04 Plan logistics and distribution of supplies
Assessment Criteria:	4.1.1 outline the distribution network 4.1.2 Operational activities 4.1.3Apply ICT Tools in business finance
Content	4.2.1 Strategies: factors affecting choice of distribution network and warehouse location. 4.2.2 Regional and local structures. 4.2.3 Modalism 4.2.4 Operational: route planning, load planning, vehicle tracking, booking of deliveries, proof of delivery (POD) and post-delivery invoicing 4.2.5 Tools: electronic data interchange EDI, data capture (bar

	coding, optical character recognition (OCR), radio transmission etc.), simulation
Assessment Tasks	1. Written and/or oral assessment on the skills and knowledge required to explain the factors affecting choice of distribution network. 2. Written and/or oral assessment on modalism. 3. Written and/ oral assessment on operational activities in logistics and distribution management. 4. Written and / oral assessment on ICT tools used in logistics and distribution management.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protectors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth
Learning Outcome 05	LO5 Control inventory and manage inventory records
Assessment Criteria:	5.1.1 Plan and control systems. 5.1.2 forecast demand and supply
Content	5.2.1 Logistic Resources Planning (LRP) 5.2.2 Interface with other planning and control systems, material requirements planning (MRP) and the master schedule, forecasting, electronic point of sale. EPOS. SOP) 5.2.3 Deciding stocking points 5.2.4 Influence of supply and demand parameters, service levels, volumetrics, volatility, infrastructure 5.2.5 Allocation rules for goods in short supply 5.2.6 Replenishing local inventories, satisfying end customers' orders, different rules, modes and infrastructure 5.2.7 Added value: importance of differentiation to computers; factors affecting place and time added value operation

	techniques for managing feature and options
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to explain the interface with other planning and control systems. 2. Written and/or oral assessment on the skills and knowledge required to analyse the influence of supply and demand parameters. 3. Written and/ oral assessment on the skills and knowledge required to conduct replenishment of local inventories. 4. Written and / oral assessment on the skills and knowledge required to conduct value addition.
Content/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protectors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth
Learning Outcome 06	LO6 Apply information technology in procurement processes
Assessment criteria:	6.1.1 Assess the role of information technology in logistics and physical distribution management. 6.Evaluate the role of Internet to student learning 6.1.3 Logistics information system.
Content	6.2.1 Objectives of information technology 6.2.2 Role of information technology in logistics and distribution management. 6.2.3 Uses of internet in today, s changing market (Intranet, Extranet, Telematics) 6.2.4 Security measures and enforcements in electronic distribution and logistics (EDL) 6.2.5 Principles of Logistic information system 6.2.6 Basic information technologies in distribution management (vehicle tracking, tracing,)

	6.2.7 Information technology Systems (bar coding, optical character recognition, radio frequency identification, Data capture).
Assessment Tasks	1. Written and/or oral assessment on the skills and knowledge required to explain the role of information technology in logistics and distribution management. 2. Written and/or oral assessment on the skills and knowledge required to identify security measures and enforcements in EDL. 3. Written and/ oral assessment on the skills and knowledge required to explain the principles of logistics information system. 4. Written and / oral assessment on the information technologies.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protectors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth
Learning Outcome 07	LO7 Measure and control performance in logistics and physical distribution management.
Assessment Criteria:	7.1.1 Perform Performance measurement functions 7.1.2 Cost and price the goods 7.1.3 Use of operational research techniques
Content	7.2.1 Objectives of measuring performance 7.2.2 Measuring customer satisfaction (Benefits). 7.2.3 Benchmarking 7.2.4 Direct product profitability (D.P.P) 7.2.5 Quality, service and cost standards 7.2.6 Work measurement and productivity

	7.2.7 Costing/ pricing of goods in stock. 7.2.8 Optimisation of costs and service performance 7.2.9 Concept of total costs and trade-offs in distribution. 7.2.10 Use of operational research techniques, including queuing.
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to conduct performance measurement in logistics and distribution management. 2. Written and/or oral assessment on the skills and knowledge required on costing/pricing of goods in stock. 3. Written and/ oral assessment on the skills and knowledge required to explain the concept of total costs and trade offs. 4. Written and / oral assessment on the skills and knowledge required in using operational research techniques.
Content/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protectors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth
Learning Outcome 08	LO8 LO7 Analyse the role of government in logistics and distribution management
Assessment Criteria:	8.1.1 Power and duties of local and central government. 8.1.2 Challenges in international distribution. 8.1.3 Export controls 8.1.4 Environmental issues in logistics and distribution management.
Content:	8.2.1 Power and duties of central Government and local Government in logistics and physical distribution 8.2.2 The role of government departments in respect to safety, environmental and public interests in distribution 8.2.3 Problems and factors in distributing to international

	areas, documentation and licensing, movement of freight through airports and seaports. 8.2.4 Export controls 8.2.5 Duty consideration 8.2.6 Recycling and disposal 8.2.7 Environmental issues
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to explain the role of government in logistics and distribution management. 2. Written and/or oral assessment on the skills and knowledge required to identify the problems and factors in international distribution. 3. Written and/ oral assessment on the skills and knowledge required to explain the environmental issues in logistics and distribution management.
	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protectors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth

Reference Materials (recommended textbooks, recommended readings)

- Killen, K.H. (1995) Managing Procurement: Irwin London

- Lewis, C. (1997) Demand Forecasting and Inventory Control. Butterworth. London

- Wild, T. (2002) Best Practice in Inventory Management. Butterworth. London

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- Rushton O. (2005), A handbook of logistics, Grower Press, London

ASSESSMENT SPECIFICATION GRID

	LEARNING OUTCOME	WEIGHTING 100%
LO1	Analyse the relationship of logistics and physical distribution management to the totality of a business	10
LO2	Determine mode of transport.	15
LO3	Managing the logistics and distribution function.	15
LO4	Planning in logistics and distribution management.	15
LO5	Controlling Inventory in the distribution channels	15
LO6	Apply information technology to the totality of the business.	10
LO7	Measure and control performance in logistics and physical distribution management.	10
LO8	Explain the role of government in logistics and distribution management	10

Approach to Teaching and Learning:

8. Observation of adult learning principles.

9. Both institution-based and work-based learning to facilitate the integration of theory and practice.

10. Face-to-face education and learning.

11. Problem-based learning.

12. Online/distance education and learning.

13. Blended/hybrid education and learning.

14. Use of social media.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators
All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials
- Computers
- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery
- Vehicle
- Insulation tape
- Mutton cloth

Module Code:	543/23/MO5
Module Title:	Legal Aspects of Procurement
ZNQF Level:	5
Credits:	12
Duration:	120 Hours
Relationship with Qualification Standards:	Based on Unit Standard PROCUREMENT of Qualification Standard for A Procurement/Procurement Officer.
Pre-requisite modules:	N/A
Purpose of Module:	The module is designed to ensure that the procurement process complies with all relevant laws and regulations. This module typically covers contract law, Law of Purchase & Sale, Law of property, Negotiable Instruments, Law of Security, and Law of Partnership. By incorporating legal aspects into the procurement process, organisations can minimise legal risks, ensure fair

	and transparent dealings with suppliers, and protect the organisation from potential legal disputes. It promotes lawful and ethical procurement practices.
List of Learning Outcomes:	LO1 Analyse Zimbabwean legal system LO2 Interpret and and apply law of contract in business activities LO3 Interpret law of purchase and sale. LO4 Use negotiable instruments as a medium of exchange LO5 Apply law of property. LO6 Employ law of security. LO7 Demonstrate the relationship between the agent and principal. LO8 Articulate the law of partnership. LO9 Distinguish between contractor and servant.
Learning Outcome 01	The Zimbabwean legal system
Assessment Criteria:	1.1.6 Establish Sources of Law. 1.1.7 Explain the legislation process. 1.1.8 Draw the Hierarchy of law courts is in Zimbabwe.

	1.1.9 Establish Classes of law..
Content:	1.1.1 Sources of law.
	1.1.2 Legislation process
	1.1.3 Hierarchy of law courts
	1.1.4 Divisions and/ classes of law
	1.1.5 Repeal and abrogation of laws.
	1.1.6 Civil law and criminal law
Assessment Tasks:	1. Written and/or oral assessment on the sources of law.
	2. Written and/or oral assessment on the divisions and or classes of law.
	3. Written and or oral assessment on the repealing and abrogation of laws.
	4. Written and or oral assessment on the difference between civil law and criminal law.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in

	the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 02	Define and apply law of contract in business activities
Assessment Criteria:	2.1.1 Law of contract is defined. 2.1.2 Essentials of a valid contract are established. 2.2.3 Describe the operationalisation of contracts. 2.2.4 Explain causes for contract termination.

Content:	2.2.1 Definition of law of contract 2.2.2 Essentials of a valid contract (Agreement, Contractual Capacity, Reality of Consent, Legality of Contract, Possibility of Performance Formalities). 2.2.3 Operation of contract (Terms, Conditions, Stipulatio alteri). 2.2.4 Termination of a contract (performance, mutual agreement, supervening impossibility, merger, set-off, extinctive prescription). 2.2.5 Breach of the contract. 2.2.6 Remedies applicable for breach of contract (cancellation, damages etc.)
Assessment Tasks:	1. Written and/or oral assessment on the essentials of a valid contract. 2. Written and/or oral assessment on operation of contracts. 3. Written and or oral assessment on the termination of contracts. 4. Written and or oral assessment on the contract

	breaches and their remedies.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays

	• Mutton Cloth
Learning Outcome 03	Interpret law of purchase and sale.
Assessment Criteria:	3.1.1 Define law of purchase and sale. 3.1.2 Evaluate elements of the contract. 3.1.3 Explain the concept of delivery. 3.1.4 Ascertain the passing of ownership and risk of the merx. 3.1.5 Explain duties of both the seller and buyer. 3.1.6 Hire purchase contracts are explained.
Content:	3.3.1 Definition of law of purchase and sale 3.3.2 Elements of the contract (re: agreement, price, merx (thing). 3.3.3 Concept of delivery (movable and immovables). 3.3.4 Passing of ownership and risk. 3.3.5 Duties of the seller. 3.3.6 Duties of the buyer. 3.3.7 Hire-purchase contracts.
Assessment Tasks:	1. Written and/or oral assessment on the definition of law of purchase and sale. 2. Written and/or oral assessment on the elements of the contract. 3. Written and or oral assessment on the concept of delivery.

	4. Written and or oral assessment on the duties of the parties.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 04	Use negotiable instruments as a medium of exchange

Assessment Criteria:	4.1.1 Identify and explain negotiable instruments 4.1.2 Essentials of a cheque are explained. 4.1.3 Describe the negotiation of cheques. 4.1.4 Explain the principles of negotiable instruments.
Content:	4.2.1 Negotiable instruments. 4.2.1 Essentials of a cheque. 4.2.3 Issuing of cheques. 4.2.4 Negotiation of cheques. 4.2.5 Principles of negotiable instruments. 4.2.6 Promissory notes and bills of exchange.
Assessment Tasks:	1. Written and/or oral assessment on the negotiable instruments. 2. Written and/or oral assessment on the principles of negotiable instruments.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI

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Learning Outcome LO5	Define and apply law of property
Assessment criteria:	5.1.1 Definition of things and their classification 5.1.2 Explain real and personal rights. 5.1.3 Explain different methods of acquiring ownership. 5.1.4 Describe the transfer of ownership.
Content:	5.2.1 Definition of "things" and their classification. 5.2.2 Real and personal rights with reference to ownership and possession. 5.2.3 Methods of acquiring ownership 5.2.4 Transfer of ownership.
Assessment Tasks:	1. Written and/or oral assessment on law of property. 2. Written and/or oral assessment on real and personal rights. 3. Written and or oral assessment on the methods of acquiring ownership.

	4. Written and or oral assessment on the transfer of ownership.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
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Learning Outcome LO6	Employ law of security
Assessment criteria:	6.1.1 Creditor – debtor security relation explained. 6.1.2 Define and explain law of mortgage. 6.1.3 Liens are discussed. 6.1.4 Evaluate contracts of suretyship.
Content:	6.2.1 Definition of "security" in relation to creditor-debtor relationships. 6.2.2 Law of mortgage. 6.2.3 Discuss liens. 6.2.4 Law of pledge. 6.2.5 Contracts of suretyship
Assessment Tasks:	1. Written and/or oral assessment on law of mortgage. 2. Written and/or oral assessment on contracts of suretyship. 3. Written and or oral assessment on liens. 4. Written and or oral assessment on the law of pledge.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral

	assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
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Learning Outcome LO7	Demonstrate the relationship between the agent and principal.

Assessment criteria:	7.1.1 Define law of agency. 7.1.2 Explain how agency is established. 7.1.3 Describe the types of agency. 7.1.4 Explain the rights and duties of agents and principals. 7.1.5 Describe the ways agency contract is terminated.
Content:	7.2.1 Law of agency. 7.2.2 How agency arises – by express authority, implied authority, implied by law, implied by conduct, ratification, stipulatio alteri , negotiorum gestio. 7.2.3 Types of agents (general/special, factor, broker, auctioneer, estate agent, negotiorum gestio etc). 7.2.4 Rights and duties of agents and principals 7.2.5 Termination of the contract of agency (expiry of time, completion of mandate, mutual consent, impossibility of performance, renunciation by agent, revocation by principal).
Assessment Tasks:	1. Written and/or oral assessment on law of agency. 2. Written and/or oral assessment on how agencies

	arise.
	3. Written and or oral assessment on the types of agents.
	4. Written and or oral assessment on the rights and duties of agents and principals.
	5. Written and or oral assessment on the termination of the contract of agency.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
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Learning Outcome LO8	Articulate the law of partnership
Assessment criteria:	8.1.1 Define partnership and explain the different types of partners. 8.1.2 Describe the duties of partners. 8.1.3 Compare and contrast between partnership and company. 8.1.4 Explain partnership termination.
Content:	8.2.1 Definition of partnership and types of partners. 8.2.2 Duties of partners. 8.2.3 Partnership versus company. 8.2.4 Termination of partnership
Assessment tasks:	1. Written and/or oral assessment on the definition of partnership and the different types. 2. Written and/or oral assessment on the duties of partners. 3. Written and or oral assessment on the differences between a partnership and a company. 4. Written and or oral assessment on the

	termination of partnership.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
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	• Mutton Cloth
Learning Outcome LO9	Distinguish between contractor and servant
Assessment criteria:	9.1.1 Define law of employment
	9.1.2 Fundamental rights of employees are explained.

	9.1.3 Duties of parties are explained. 9.1.4 Contractor – servant relationship described. 9.1.5 Identify and explain the causes of contract termination.
Content:	9.2.1 Definition of employment. 9.2.2 Fundamental rights of an employee as defined in the Labour Relations Act. 9.2.3 Duties of employer and employee. 9.2.4 Independent contractor versus servant. 9.2.5 Termination of a contract
Assessment Tasks:	1. Written and/or oral assessment on the definition of law of employment. 2. Written and/or oral assessment on the fundamental rights of employees as enshrined in the Labour Relations Act. 3. Written and or oral assessment on the duties of employer and employee. 4. Written and or oral assessment on the termination of contract of employment.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.

	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	The context of assessment should include the facilities, tools, equipment and materials listed below:
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Approach to Teaching and Learning:

15. Observation of adult learning principles.

16. Both institution-based and work-based learning to facilitate the integration of theory and practice.

17. Face-to-face education and learning.

18.   Problem-based learning.

19.   Online/distance education and learning.

20.   Blended/hybrid education and learning.

21.   Use of social media.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers
- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery
- Vehicle
- Insulation tape
- Mutton cloth

Reference Materials (recommended textbooks, recommended readings)

Dobson, P. & Stokes, R. (2012) Commercial Law, 8 th Edition, UK

Griffiths, M (2013) Commercial Law, UK

Ryder, N. (2012) Commercial Law, Principles and Policy, UK

Sealy l.S. (2008) Commercial Law(Text, Cases and materials), UK

Tillson, J. (2012) Consumer and Commercial law, USA

Assessment Grid:

	Topic	Weighting %
1	The Zimbabwean legal system	10
2	Define and apply law of contract in business activities	15
3	Interpret law of purchase and sale	15
4	Use negotiable instruments as a medium of exchange	10
5	Define and apply law of property	10
6	Employ law of security	10
7	Demonstrate the relationship between the agent and principal.	10
8	Articulate the law of partnership	10
9	Distinguish between contractor and servant	10

Module Code:	543/23/M06
Module Title:	Public Procurement

ZNQF Level:	5
Credits:	12
Duration:	120 Hours
Relationship with Qualification Standards:	Based on Unit Standard PROCUREMENT of Qualification Standard for A Procurement/Procurement Officer.
Pre-requisite modules:	N/A
Purpose of Module:	The unit equips learners with necessary knowledge required in public procurement in order to enhance the overall efficiency in public entities. It also gives an overview of public procurement and its framework, and enables a learner to apply public procurement methods and procedures. The unit also ensures that learners are capable to create and manage public procurement contracts. This module targets individuals who are interested in public procurement management. It caters for youths and adults as well as men and women. It is useful for both established public entities and upcoming public business enterprises.
List of Learning Outcomes:	LO1 Evaluate the scope and history of public procurement
	LO2 Design and implement a public procurement framework
	LO3 Analyse the general principles of public procurement and apply them
	LO4 Assess the importance of accountability in public procurement
	LO5 Prepare and plan for public procurement
	LO6 Analyse and apply Public Procurement Methods
	LO7 Assess Public Procurement Procedures
	LO8 Prepare Public Procurement Contracts
	LO9 Review Public Procurement Proceedings
	LO10 Apply ethical considerations in procurement so as to avoid corruption

Learning Outcome 01	Public Procurement Objectives
Assessment Criteria:	1.1.10 Analyse the scope of public entities and Procurement 1.1.11 Apply the value for money concept 1.1.12 Evaluate the Strategic context of procurement 1.1.13 Draw an Organogram for public departments
Content:	1.1.7 Definition of public procurement 1.1.8 Scope of public procurement 1.1.9 Purpose of public procurement 1.1.10 Historical development of legal framework of public procurement in Zimbabwe. 1.1.11 Organisation of public procurement 1.1.12 Functional relationship between public procurement and other units in an organization
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required in explaining the purpose of public procurement. 2. Written and/or oral assessment on the developments of public procurement in Zimbabwe. 3. Practical assessment on the organisation of public procurement.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer

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Learning Outcome 02	LO2 Design and implement a public procurement framework
Assessment Criteria:	2.1.1 Meaning of procurement rules 2.2.2 General procurement rules 2.2.3 Importance of general procurement rules. 2.2.4 The Public Procurement Act. 2.2.5 Explain the public procurement framework.
Content:	2.2.1 Meaning of procurement rules 2.2.2 General procurement rules 2.2.3 Importance of general procurement rules. 2.2.4 The Public Procurement Act. 2.2.5 Explain the public procurement framework.
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to design flow charts. 2. Practical assessment on designing procurement models.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 03	LO3 Analyse the general principles of public procurement and

	apply them
Assessment Criteria:	3.1.1 Non-Discrimination and Equality of Treatment 3.1.2 Transparency 3.1.3 Fairness, Integrity and Transparency 3.1.4 Code of conduct for public sector procurement professionals 3.1.5 Conduct of bidders and contractors.
Content:	3.2.1 Non-Discrimination and Equality of Treatment 3.2.2 Transparency 3.2.3 Fairness, Integrity and Transparency 3.2.4 Code of conduct for public sector procurement professionals 3.2.5 Conduct of bidders and contractors.
Assessment Tasks:	1. Written and or oral assessment on the principles of public procurement. 2. Written and or oral assessment on the code of conduct for public sector procurement professionals. 3. Practical assessment on the conduct of bidders.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 04	LO4 Assess the importance of accountability in public procurement
Assessment Criteria:	44.2.1 Explain Active Engagement and Procedures 4.2.2 Explain Public Oversight 4.2.3 Evaluate the Role of Information—public procurement officers

	4.2.4 Describe Monitoring and evaluation
Content:	4.2.1 Active Engagement and Procedures 4.2.2 Public Oversight 4.2.3 Role of Information—public procurement officers 4.2.4 Describe Monitoring
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to conduct active engagement and procedures. 2. Written and/or oral assessment on the role of information for public procurement officers.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome O5	LO5 Prepare and plan for public procurement
Assessment Criteria:	5.1.1 Prepare Procurement Schedules 5.1.2 Plan for procurement 5.1.3 Produce Annual and Individual procurement plan 5.1.4 Plan for shared procurement 5.1.5 Analyse the Division of procurements
Content:	5.2.1 Describe Procurement preparation 5.2.2 Explain Planning of procurement 5.2.3 Design Annual and Individual procurement plan 5.2.4 Planning for shared procurement 5.2.5 Division of procurements 5.2.6 Market consultations
Assessment Tasks:	1. Written and or oral assessment on the skills and knowledge

	needed to conduct shared procurement. 2. Practical assessment on the skills and knowledge required to prepare an annual and individual procurement plan.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 06	LO6 Analyse and apply Public Procurement Methods
Assessment criteria:	6.1.1 Select procurement method. 6.1.2 Engage in Competitive bidding method. 6.1.3 Assess problems associated with Restricted bidding method. 6.1.4 Implement the direct procurement method. 6.1.5 Request for quotations method. 6.1.6 Perform public procurement through E-Procurement platforms
Content:	6.2.1 Describe the selection of a procurement method. 6.2.2 Explain procurement methods.
Assessment Tasks:	1. Written and or oral assessment on the skills and knowledge required in deciding on the method to use. 2. Written and or oral assessment on procurement methods.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.

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Learning Outcome 07	LO7 Assess the impact of Public Procurement Procedures in boosting organisations
Assessment Criteria:	7.2.1 Explain the Procedures for competitive bidding 7.2.2 Describe Procedures for restricted bidding 7.2.3 Assess the need to Procurement consultancy services
Content:	7.2.1 Procedures for competitive bidding 7.2.2 Procedures for restricted bidding 7.2.3 Procurement of consultancy services
Assessment Tasks:	1. Written and or oral assessment on the skills and knowledge needed regarding bidding procedures. 2. Practical assessment on drafting tender documents.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler

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Learning Outcome 08	LO8 Prepare Public Procurement Contracts
Assessment Criteria:	8.1.1 interpret and apply Procurement contracts. 8.1.2 Explain the approaches to pricing in procurement contract. 8.1.3 Evaluate the precautions when Subcontracting.
Content:	8.2.1 Procurement contracts. 8.2.2 Approaches to pricing in procurement contract. 8.2.3 Subcontracting.
Assessment Tasks:	1. Written and or oral assessment on skills and knowledge needed to draft procurement contracts. 2. Practical assessment on drafting procurement contracts.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome O9	Review of Public Procurement Proceedings
Assessment Criteria:	9.1.1 Assess Challenges in procurement proceedings. 9.1.2 Review by review panel. 9.1.3 Appeal against decision of review panel 9.1.4 Analyse the Investigations by Authority 9.1.5 Assess Powers of investigator. 9.1.6 Outline Procedure on completion of investigation.
Content:	9.2.1 Ascertain the challenges to procurement proceedings. 9.2.2 Review process by the review panel.

	9.2.3 Appeal process against decisions of a review panel. 9.2.4 Procedures on Investigations by Authority 9.2.5 Identify Powers of the investigator. 9.2.6 Procedure on completion of investigation.
Assessment Tasks:	1. Written and or oral assessment on skills and knowledge to identify challenges to procurement proceedings. 2. Written and or oral assessment on the skills and knowledge needed to conduct an investigation.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome L10	**Apply ethical considerations in public procurement**
Assessment Criteria:	6.1.1 Define ethics in inventory/materials management. 6.1.2 Identify ethical issues in inventory management. 6.1.3 Explain how hazardous materials are managed and disposed. 6.1.4 Describe the use of personal protective equipment in stores.
Content:	6.2.1 Define ethics in materials management. 6.2.2 Identify and explain ethical issues in inventory management. 6.2.3 Explain the management of hazardous materials.
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge needed in ensuring ethics in stores management. 2. Practical assessment on the management of hazardous materials.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by

	the trainees.
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Approach to Teaching and Learning:

22. Observation of adult learning principles.
23. Both institution-based and work-based learning to facilitate the integration of theory and practice.
24. Face-to-face education and learning.
25. Problem-based learning.
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28. Use of social media.

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- Photocopier

- Stapler
- Staple remover
- Paper trays
- Mutton Cloth

Reference Materials (recommended textbooks, recommended readings)

1. Fearon, H E (2010) Purchasing Organisational Relationships, NAPM, Inc., Tempe, Ariz.
2. International Trade Centre (22010) Module 5: Understanding the Corporate Environment, International Purchasing & Supply Management Modular Learning System, UNCTAD/WTO.
3. Benton, W C Jr. (2007) Purchasing and Supply Management, McGraw-Hill/Irwin, New York, USA.
4. Quality Management Systems — Fundamentals and Vocabulary (ISO9000: 2000, IDT), International Standard, 2nd ed, 2000 – 12 – 15 Department of Standards Malaysia (DSM), Malaysia.
5. Lysons, K and Farrington, B 9th ed. (2016) Purchasing and Supply Chain Management, Pearson Education Limited, England.
6. Leenders, M R, Johnson, P F, Flynn, A E and Fearon, H E (2006) Purchasing and Supply Management: With 50 Supply Chain Cases, 13th ed, McGraw-Hill/Irwin, USA.
7. Public procurement act

Assessment Grid:

	Topic	Weighting %
1	Public Procurement Objectives	10
2	Public Procurement Framework	10
3	General Principles of Public Procurement	10
4	Accountability in Public Procurement	10
5	Public Procurement Preparation and Planning	10
6	Public Procurement Methods	10
7	Public Procurement Procedures	10
8	Public Procurement Contracts	10
9	Review of Public Procurement Proceedings	10
10	Apply ethical considerations in public procurement	10

Module Code:	**543/23/M07**
Module Title:	**Strategic Procurement**
ZNQF Level:	**5**
Credits:	150
Duration:	150 Hours
Relationship with Qualification Standards:	Based on Unit Standard PROCUREMENT of Qualification Standard for A Procurement/Procurement Officer.
Pre-requisite modules:	N/A
Purpose of Module:	This unit enables an individual to analyse procurement risks and implement suitable purchasing strategies. This module targets individuals who are interested in procurement risk management. It caters for youths and adults as well as men and women. It is useful for both established businesses and upcoming indigenous business enterprises.

List of Learning Outcomes:	LO1 Assess procurement risks and put in place alleviatory measures
	LO2 Design and implement a procurement model
	LO3 Evaluate the impact of various purchasing strategies
	LO4 Analyse payment strategies for goods and services received
Learning Outcome 01	**Assess procurement risks and put in place alleviatory measures**
Assessment Criteria:	1.1.14 Establish Risks in accordance with risk management.
	1.1.15 Trend of all risk elements is analysed.
	1.1.16 Rank risk according to set criteria.
	1.1.17 Risk mitigation plan is drawn up.
Content:	1.1.13 Meaning of Risk Management & identifying the different types of risks.
	1.1.14 Analyse risk elements.
	1.1.15 Risk ranking according to set criteria.
	1.1.16 Draw risk mitigation plan.
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to identify different types of risks.
	2. Written and/or oral assessment on the skills and knowledge required to analyse risk elements.
	3. Practical assessment on drafting a risk mitigation plan.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	The context of assessment should include the facilities, tools, equipment and materials listed below:
	• Computers, Laptops
	• Smart Phones
	• Projectors
	• Internet
	• WIFI
	• Surge Protector Adaptors
	• White Board/Interactive Boards
	• White Board Markers

	• Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 02	**Design and implement a procurement model**
Assessment Criteria:	2.1.1 2.2.1 Explain processes that affect procurement. 2.2.2 Design Procurement Models 2.2.3 Evaluate different procurement models
Content:	2.2.1Processes that affect procurement. 2.2.2 Procurement Models 2.2.3 Different procurement models • Blanket orders • Standing orders • Term Contracts • Urgent orders • Low value orders • Buying Situations • Pareto Analysis
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to design flow charts. 2. Practical assessment on designing procurement models.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier

	• Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 03	**Evaluate the impact of various purchasing strategies**
Assessment Criteria:	3.1.1 Company's purchasing strategies are analysed. 3.1.2 PESTEL factors are determined. 3.1.3 SWOT analysis is conducted. 3.1.4 Purchasing procedures are compared with international best practices.
Content:	3.3.1 Identify & analyse company's Procurement strategies 3.3.2 Explain PESTEL factors 3.3.3 Describe how SWOT analysis is conducted. 3.3.4
Assessment Tasks:	1. Written and/or oral assessment on PESTEL factors. 2. Practical assessment on conducting an industry SWOT analysis.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth
Learning Outcome 04	**Analyse payment strategies for goods and services received**
Assessment Criteria:	4. 4.4.1 Identify different payment strategies.

	4.4.2 Evaluate strategies which are most beneficial to the undertaking. 4.4.3 Analyse Strategy ranking according to importance
Content:	4.4.1 Different payment strategies. 4.4.2 Strategies which are most beneficial to the undertaking. 4.4.3 Strategy ranking according to importance.
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to identify the different payment strategies. 2. Written and/or oral assessment on strategy evaluation. 3. Practical assessment on strategy ranking and selection.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. The context of assessment should include the facilities, tools, equipment and materials listed below: • Computers, Laptops • Smart Phones • Projectors • Internet • WIFI • Surge Protector Adaptors • White Board/Interactive Boards • White Board Markers • Stationery • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton Cloth

Approach to Teaching and Learning:

29. Observation of adult learning principles.
30. Both institution-based and work-based learning to facilitate the integration of theory and practice.

31. Face-to-face education and learning.

32. Problem-based learning.

33. Online/distance education and learning.

34. Blended/hybrid education and learning.

35. Use of social media.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers/Laptops
- Smart Phones
- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery
- Vehicle
- Insulation tape
- Mutton cloth

Reference Materials (recommended textbooks, recommended readings)

- Johnson G, Scholes K. & Whittington R. (2010) Exploring Strategy: Text and Cases. 9th edition: Prentice Hall. Harlow
- Killen, K.H. (1995) Managing Procurement: Irwin London
- Lewis, C. (1997) Demand Forecasting and Inventory Control. Butterworth. London
- Wild, T. (2002) Best Practice in Inventory Management. Butterworth. London

- Gary, J. (1994) Procurement and the Management of Materials.7thEdition John Willey and Sons New York
- Lysons, K. (2010) Procurement and Supply Management. Prentice Hall. London: Management Homewoods: Irwin
- Lysons, K. & Farrington B. (2012) Procurement and Supply Chain Management: Pearson Times, London
- Baily P et al (1994), Purchasing Principles and Management, Pitman, London
- Doubler D.W, Burt, D.N (1996), Purchasing and Supply Management Text and Cases, 6th edition, McGraw – Hill, New York.
- Killen, K.H. (1995), Managing Purchasing: Irwin, London
- Saunders M. (1994), Strategic Purchasing and Supply Chain Management, Pitman, London.

Assessment Grid:

	Topic	Weighting %
1	Assess Procurement Risk	25
2	Design Procurement Model	25
3	Evaluate Purchasing Strategies	25
4	Determine payment strategies	25

Module Code:	543/23/M08
Module Title:	**Procurement Negotiation**
ZNQF Level:	5
Credits:	15
Duration:	150 hours

Relationship with Qualification Standards:	Based on Unit Standard **PROCUREMENT** of Qualification Standard for A Procurement/Purchasing Officer
Pre-requisite modules:	N/A
Purpose of Module:	This module describes the skills, knowledge and attitudes required by a Procurement/Purchasing Officer to conduct successful negotiation in procurement. This module is important, as it will ensure successful negotiations are conducted by procurement personnel. This gives business entities that use proper principles in negotiations with suppliers so as to contain costs and have competitive edge over rivals. This module targets individuals who are interested in conducting negotiations in purchasing. It caters for youths and adults as well as men and women. It is useful for both established businesses and upcoming indigenous business enterprises.
List of Learning Outcomes:	**LO1:** Prepare for negotiations **LO2:** Manage relationship building in negotiation **LO3:** Evaluate information gathering techniques **LO4:** Control and maintain confidentiality on information used in negotiation **LO5:** Manage bidding in negotiation **LO6:** Conclude and seal negotiation deals **LO7**: Implement the negotiated deal

Learning Outcome 01	Prepare for negotiations
Assessment Criteria:	1.1 Develop the negotiation strategy 1.2. Select a negotiation Team. 1.3 Prepare a negotiation Agenda 1.4 Conduct a SWOT analysis.
Content:	1.2 Develop the negotiation strategy • Integrative (win/win) • Distributive (win/lose) • Win/Perceived Win 1.3 Determine the negotiation team • Selecting the participant • Team roles • Agreeing priorities • Devising a code amongst team members • Rules of engagement 1.4 Decide the negotiation agenda. • Structure • Home or Away • Room ergonomics • Timings • Agenda item positioning 1.4. Carry out the negotiation SWOT analysis • Strengths • Weaknesses • Opportunities • Threats

Assessment Tasks:	5. Written and/or oral assessment on the skills and knowledge required to conduct identification of organisational requirements, prepare budgets and requisite documentation. 6. Practical assessment on the establishment and adherence to organisational priorities and requisite documentation.
Conditions/Context of assessment	8. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 9. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 10. The context of assessment should include the facilities, tools, equipment and materials listed below: - Computers - Stationery - Computer - Printer - Photocopier - Stapler - Staple remover - Paper trays - Mutton cloth

Learning Outcome 02	Manage relationship building in negotiation
Assessment Criteria	2.1. Build a relationship rapport 2.2 Observe the body language in negotiation 2.3 Analyse neuro-linguistic programming. 2.4 Conduct eye accessing

Content	2.1 build a relationship rapport
	• Rapport Matrix by Reynolds (2003)
	   i. Pushover
	   ii. Respect
	   iii. No incentive to participate
	   iv. Begrudging movement
	
	2.2 observe the body language in negotiation
	• Basic elements in any face to face encounter:
	   i. Words/Verbal
	   ii. Tone of voice/Vocal
	   iii. Non-verbal behavior/ Visual
	
	2.3 study neuro-linguistic programming (NLP)
	• Visual
	• Auditory
	• Kinaesthetic
	
	2.4 interpret eye accessing cues
	• Visual creation
	• Auditory creation
	• Kinaesthetic (feelings)
	• Visual remembered
	• Auditory remembered
	• Internal dialogue

Assessment Tasks	5. Written and/or oral assessment on the skills required to conduct supplier assessments and or evaluation. 6. Practical assessment on the creation of supplier data base.
Conditions/Context of assessment	5. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 6. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.

	The context of assessment should include the facilities, tools, equipment and materials listed below: - Computers - Stationery - Computer - Printer - Photocopier - Stapler - Staple remover - Paper trays - Mutton cloth

Learning Outcome 03	Evaluate information gathering techniques
Assessment Criteria	3.1 Develop questioning techniques. 3.2 Choose Best Alternative to a Negotiated Agreement (BATNA) is formulated. 3.3 Adopt a Possible Agreement (ZOPA) 3.4 Determined Negotiation Goals and targets.
Content	3.1 Develop questioning techniques. - Open - Leading - Cool - Planned - Treat - Window - Directive - Gauging - Tag - Multiple - Reflective - Hypothetical - Closed - Probing 3.2 Formulate Best Alternative To a Negotiated Agreement (BATNA) - Know your BATNA - Improving your BATNA - Disclose your BATNA - Consider the other side's BATNA - BATNA-less 3.3 Adopt Zone of Possible Agreement (ZOPA) - ZOPA model by Harvard Business School i. Reasonable Zone ii. Credible Zone iii. Extreme Zone iv. Insult Zone 3.4 Determine Negotiation Goals and targets

	- Ideal target - Optimal target - Fall back - Walk -away
Assessment Tasks	7. Written and/or oral assessment on the skills and knowledge required to draft tender documents. 8. Written and or oral assessment on different types of tenders. 9. Practical assessment on tender drafting.

Conditions/Context of assessment	7. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	
	8. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	
	9. The context of assessment should include the facilities, tools, equipment and materials listed below:
	
	    - Computers
	    - Stationery
	    - Computer
	    - Printer
	    - Photocopier
	    - Stapler
	    - Staple remover
	    - Paper trays
	    - Mutton cloth

Learning Outcome 04	Control and maintain confidentiality on information used in negotiation
Assessment Criteria	4.1 Tradeables and Straw Issues are determined. 4.2 Analysed First offer 4.3 Negotiation Power is determined 4.4 Personalities are studied
Content	4.1 Determine Tradeables and Straw Issues • Reynolds negotiation behavior model 4.2 Analyse First offer • The extreme but credible marker model • Use of BATNA 4.3 Determine negotiation power • Reward power • Coercive power • Legitimate power • Expert power • Referent power 4.4 Study personalities of negotiators • Extraversion or introversion • Sensing or intuition • Thinking or feeling • Judging or perceiving

Assessment Tasks	9. Written and/or oral assessment on the skills and knowledge required to publish RFQs and, adhere to procurement procedures and regulations 10. Practical assessment on the drafting of procurement documents. 11. Practical assessment on supplier evaluation. 12. Practical assessment on procurement performance measurement.
Conditions/Context of assessment	7. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 8. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 9. The context of assessment should include the facilities, tools, equipment and materials listed below. - Computers - Stationery - Computer - Printer - Photocopier - Stapler - Staple remover - Paper trays - Mutton cloth

Learning Outcome 05	Manage bidding in negotiation
Assessment Criteria	5.1 Implemented Persuasion methods are 5.2 Employed Negotiation tactics 5.3 Apply Emotional intelligence skills 5.4 Influence as part of negotiation

Content	5.1 Implement persuasion methods
	   • Reynolds persuasion methods model
	
	5.2 Employ negotiation tactics
	   • Add-on
	   • Bogey
	   • Chicken
	   • Good cop/ bad cop
	   • Low ball/ high ball
	   • Mother Hubbard
	   • Now or never
	   • Russian Front
	   • The Salami
	
	5.3 Understand Emotional Intelligence elements
	   • Self-awareness
	   • Emotional resilience
	   • Motivation
	   • Interpersonal sensitivity
	   • Influencing
	   • Intuitiveness
	   • Integrity
	
	5.4 Practising influencing in negotiations
	   • Yukl's and Cialdini's theories of influencing

Assessment Tasks	4	Written and/or oral assessment on the skills and knowledge required to negotiate contracts.
	5	Practical assessment on the rights and obligations of the parties to a contract.
	6	Practical assessment on dispute resolution mechanisms.
Conditions/Context of assessment	4.	Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	5.	The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	6.	The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Stationery • Computer • Printer • Photocopier • Stapler • Staple remover • Paper trays • Mutton cloth

Learning Outcome 06	Conclude and seal negotiation deals
Assessment Criteria	6.1 Use Thomas-Kilmann Conflict Mode Instrument elements 6.2 Analysis of subliminal linguistics 6.3 Summarising and Ratification are carried out. 6.4 Carry out summarizing and ratification techniques

Content	6.1 Use Thomas-Kilmann Conflict Mode Instrument elements
	• Competing
	• Avoiding
	• Collaborating
	• Accommodating
	• Compromising
	
	6.2 Analysis of subliminal linguistics
	• Command
	• Consensus
	• Contractor
	• Choice
	• Confuse
	• Clairvoyant
	
	6.3 Carry out summarizing and ratification techniques
	• Thank and Bank
	• Summarizing
	• Ratification
	
	6.4 Game Theory
	• The Prisoner's Dilemma Scenario
	• Game Theory Negotiation Matrix
	   i. Collaborate/Collaborate
	   ii. Compete/ Collaborate
	   iii. Collaborate/Compete

	iv.　　Compete/Compete
Assessment Tasks	1.　　　Written and/or oral assessment on the skills and knowledge required to negotiate contracts. 2.　　　Practical assessment on the rights and obligations of the parties to a contract. 3.　　　Practical assessment on dispute resolution mechanisms.

	7. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	
	8. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	
	9. The context of assessment should include the facilities, tools, equipment and materials listed below.
	
	    • Computers
	    • Stationery
	    • Computer
	    • Printer
	    • Photocopier
	    • Stapler
	    • Staple remover
	    • Paper trays
	    • Mutton cloth

Learning Outcome 07	Implement the negotiated deal
Assessment Criteria	7.1 Conducted Negotiation Evaluation 7.2 Implemented Kolb's Experimental Learning Cycle 7.3 Measure Cultural Dimensions 7.4 Handover and Contract Management
Content	7.1 Negotiation Evaluation • Feedback from peers/key stakeholders • Outcomes versus goals • Use of BATNA • Critical incident analysis • Monitoring post-negotiation behavior/ effectiveness of contract in practice 7.2 Implement Kolb's Experimental Learning Cycle • ACT: concrete experience • ANALYSE: Reflective observation • ABSTRACT: Conceptualisation/ generalisation • ABJUST: Active experimentation 7.3 Understand Cultural Dimensions • Power Distance Index (PDI) • Individualism (IDV) • Uncertainty Avoidance Index (UAI) • Masculinity (MAS) • Long term Orientation (LTO)
Assessment Tasks	1. Written and/or oral assessment on the skills and knowledge required to negotiate contracts. 2. Practical assessment on the rights and obligations of the parties to a contract. 3. Practical assessment on dispute resolution mechanisms.

Conditions/Context of assessment	4. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	5. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	6. The context of assessment should include the facilities, tools, equipment and materials listed below.
	- Computers - Stationery - Computer - Printer - Photocopier - Stapler - Staple remover - Paper trays - Mutton cloth

Reference Materials (recommended textbooks, recommended readings)

Fisher R., Ury W. & Patton B. (1997) Getting to Yes: Negotiating on Agreement Without Giving in. 2nd edition. London: Random House Business

Walton R.E. & McKersie R.B. (1991) A Behavioural Theory of Labor Negotiations:An analysis of a Social Interaction System, 2nd edition. Cornell University Press.

Thompton L., Peterson E. & Brodt S.E. (1996). Team negotiations: An examination of integrative and distributive bargaining. Journal of Personality and Social Psychology, 70, 66-78.

ASSESSMENT SPECIFICATION GRID

	LEARNING OUTCOME	WEIGHTING 100%
LO1	make preparations for negotiation	10
LO2	manage relationship building in negotiation	10
LO3	establish information gathering techniques	15
LO4	control information using in negotiation	15
LO5	manage bidding in negotiation	20
LO6	conduct closing the deal in negotiation	15
LO7	implement the negotiation deal	15

Module Code:	543/23/09
Module Title:	Principles of Purchasing & Supply Management
ZNQF Level:	5
Credits:	12
Duration:	120 Hours
Relationship with Qualification Standards:	Based on Unit Standard

Pre-requisite modules:	N/A
Purpose of Module:	This module describes the skills, knowledge and attitudes required by a Procurement Officer to effectively plan procurement activities. This includes understanding purchasing and supply management concepts, analysing ethical and environmental issues in procurement. The advantages of this module are to develop better collaboration with suppliers and increasing customer value by improving performance of the function. Access to this module is open to all target groups including unemployed youths, women and men wishing to establish or improve SMEs in any sector of the economy.
List of Learning Outcomes:	**LO1: Purchasing and supply management concepts.** **LO2: Purchasing Organisation** **LO3: Purchasing Policies & Procedures.** **LO4: Purchasing objectives.** **LO5: Supplier Sourcing & Evaluation.** **LO6: Negotiation** **LO7: Evaluating Purchasing performance.** **LO8: Ethical considerations in Purchasing & supply management.**
Learning Outcome 01	**LO1: Purchasing & Supply Management concepts**
Assessment Criteria:	1.1 Scan the micro and macro purchasing

	environment.
	1.2 Analyse the importance of purchasing both internally and externally.
	1.3 Evaluate contemporary issues in purchasing.
Content:	1.4 The micro and macro purchasing environment.
	1.5 The importance of purchasing:
	• Internally
	• Externally (nationally).
	1.6 Contemporary issues in purchasing
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to ascertain the purchasing environment as outlined in the assessment criteria.
	2. Written and or oral assessment on the importance of purchasing based on the performance criteria of the Qualification Standard Purchasing Assistant.
	3. Written and/ or oral assessment on contemporary issues in purchasing.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor

	during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Printers • Data Storage Devices • Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle
Learning Outcome 02	LO2: Purchasing Organisation
Assessment criteria:	2.1 Assess the status of purchasing within an organisation. 2.2 Explain the indicators of purchasing with a high & or low status. 2.3 Differentiate betwwen centralisation & decentralisation of the purchasing function.
Content:	2.1 Status of purchasing within the organization. 2.2 Indicators of purchasing with a high/low status.

	2.3 Implications of position of purchasing on the organisational structure. 2.4 Centralised and decentralised purchasing
Assessment tasks:	1. Written and/or oral assessment on the skills and knowledge required to ascertain the purchasing environment as outlined in the assessment criteria. 2. Written and or oral assessment on the importance of purchasing based on the performance criteria of the Qualification Standard Purchasing Assistant. 3. Written and/ or oral assessment on contemporary issues in purchasing.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers

	• Printers • Data Storage Devices • Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle
Learning Outcome 03	LO3: Purchasing Policies & Procedures
Assessment criteria:	3.1 Analyse the contents of a purchasing manual. 3.2 Explain the basic purchasing procedures. 3.3 Differentiate between purchasing documentation & purchasing records.
Content:	3.4 Contents of a purchasing manual. 3.5 Advantages and disadvantages of purchasing manual. 3.6 Basic purchasing procedure. 3.7 Purchasing documentation & Purchasing records. 3.8 Simplifying procedures • Include combining or eliminating forms. • Simplified procedure for small orders.
Assessment tasks:	1. Written and/or oral assessment on the skills

	and knowledge required to design a purchasing manual as outlined in the assessment criteria.
	2. Written and or oral assessment on the purchasing procedures based on the performance criteria of the Qualification Standard Purchasing Assistant.
	3. Written and/ or oral assessment on purchasing documentation and purchasing records.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	3. The context of assessment should include the facilities, tools, equipment and materials listed below.
	• Computers
	• Printers
	• Data Storage Devices

	• Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle
Learning Outcome 04	LO4: Purchasing Objectives
Assessment criteria:	4.1 Discuss specific purchasing objectives. 4.2 Explain the general purchasing objective: • The Right Quality • The Right Quantity • The Right Source • The Right Place • The Right Time • The Right Price
Content:	4.3 Specific purchasing objectives 4.4 The general purchasing objective (5 rights of purchasing).
Assessment tasks:	1. Written and/or oral assessment on the skills and knowledge required to explain specific purchasing objectives as outlined in the assessment criteria. 2. Written and or oral assessment on the general purchasing objective (5 Rights of purchasing) based on the performance criteria of the

	Qualification Standard Purchasing Assistant.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Printers • Data Storage Devices • Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle
Learning Outcome 05	LO5: Supplier sourcing and evaluation
Assessment criteria:	5.1 Understand buying situations. 5.2 Explain supplier evaluation • Supplier performance rating • Supplier development 5.3 Buying strategies (Local Buying/Single & Multiple Sourcing/Reciprocity/Partnership

	Sourcing etc.) 5.4 Understand Make & or Buy Decisions. 5.5 Explain the reasons for buying abroad. 5.6 Understand the challenges encountered when buying abroad.
Content:	5.7 The buying situation. • Straight rebuy. • Modified rebuy • New task 5.8 Evaluation of suppliers 5.9 Local buying 5.10 Single and multiple sourcing. 5.11 Reciprocity 5.12 Make and / or buy decisions 5.13 Reasons for buying abroad 5.14 Challenges encountered when buying from abroad
Assessment tasks:	1. Written and/or oral assessment on the skills and knowledge required to explain buying situations as outlined in the assessment criteria.

	2. Written and or oral assessment on sourcing strategies based on the performance criteria of the Qualification Standard Purchasing Assistant.

3. Written and/ or oral assessment on the skills and knowledge required to make, the Make and or Buy decisions.

4. Written and or oral assessment on the reasons for buying abroad and challenges encountered when buying from abroad. |
| Conditions/Context of assessment: | 1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
3. The context of assessment should include the facilities, tools, equipment and materials listed below.
•   Computers
•   Printers
•   Data Storage Devices
•   Airtime
•   Identification Cards
•   Internet Connectivity
•   Stationery |

	• Vehicle
Learning Outcome 06	LO6: Negotiation
Assessment criteria:	6.1 Assess the principles of negotiations. 6.2 Explain the tactics and techniques of negotiation. 6. Role play the negotiation process.
	6.4 Principles of negotiations. 6.5 Tactics and techniques of negotiating. 6.6 The negotiation process. 6.7 Buyers and supplier 's bargaining strength
Assessment tasks:	1. Written and/or oral assessment on the skills and knowledge required to conduct negotiations as outlined in the assessment criteria. 2. Written and or oral assessment on the bargaining power of the parties based on the performance criteria of the Qualification Standard Purchasing Assistant. 3. Written and/ or oral assessment on the skills and knowledge required to explain the negotiation process.
Conditions/context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor

	during the performance of the practical assessment by the trainees.

2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.

3. The context of assessment should include the facilities, tools, equipment and materials listed below.

- Computers
- Printers
- Data Storage Devices
- Airtime
- Identification Cards
- Internet Connectivity
- Stationery
- Vehicle |
| **Learning Outcome 07** | LO7: Evaluating purchasing performance |
| **Assessment criteria:** | 7.1 Understand purchasing performance indicators.

7.2 Explain the reasons for evaluating purchasing performance.

7.3 Understand evaluation strategies.

7.4 Understand principles of performance management |

	7.5 Understand problems associated with performance evaluation of the purchasing function.
Content:	7.6 Purchasing performance indicators 7.7 Reasons for evaluating purchasing performance. 7.8 Evaluation strategies. 7.9 Principles of performance measurement. 7.10 Problems associated with performance evaluation of the purchasing function.
Assessment tasks:	1. Written and/or oral assessment on the skills and knowledge required to conduct supplier evaluation as outlined in the assessment criteria. 2. Written and or oral assessment on the principles of performance measurement based on the performance criteria of the Qualification Standard Purchasing Assistant. 3. Written and/ or oral assessment on the skills and knowledge required to explain the problems with performance evaluation.

Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Printers • Data Storage Devices • Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle
Learning Outcome 08	LO8: Ethical considerations in purchasing and supply management

Assessment criteria:	8.1 Demonstrate knowledge of the importance of ethics in purchasing and supply management. 8.2 Analyse factors influencing ethical conduct. 8.3 Explain the relationship between purchasing and its various stakeholders. 8.4 Evaluate the commercial, legal and organisational implications of professional behaviour. 8.5 Understand the ethical code (Various professional boards).
Content:	8.6 Importance of ethics in purchasing. 8.7 Factors influencing Ethical conduct. 8.8 The relationships between purchasing, suppliers and users. 8.9 Commercial, legal and organizational implications of professional behaviour. 8.10 The ethical code of the Chartered Institute of Purchasing and Supply.
Assessment tasks:	1. Written and/or oral assessment on the skills and knowledge required on the importance of ethics in purchasing as outlined in the assessment

	criteria.
	2. Written and or oral assessment on the factors influencing ethical conduct based on the performance criteria of the Qualification Standard Purchasing Assistant.
	3. Written and/ or oral assessment on the skills and knowledge required to explain the ethical code of conduct.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	3. The context of assessment should include the facilities, tools, equipment and materials listed below.
	• Computers
	• Printers
	• Data Storage Devices

	• Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle

Approach to Teaching and Learning:

36.   Observation of adult learning principles.

37.   Both institution-based and work-based learning to

facilitate the integration of theory and practice.

38.   Face-to-face education and learning.

39.   Problem-based learning.

40.   Online/distance education and learning.

41.   Blended/hybrid education and learning.

42.   Use of social media.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers

- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery
- Vehicle
- Insulation tape
- Mutton cloth

Assessment Grid:

	Topic	Weighting %
LO1	Purchasing and supply management concepts.	10
LO2	Purchasing Organisation	10
LO3	Purchasing Policies & Procedures.	10
LO4	Purchasing objectives.	15
LO5	Supplier Sourcing & Evaluation.	15
LO6	Negotiation	15
LO7	Evaluating Purchasing performance.	15
LO8	Ethical considerations in Purchasing & supply management.	10

3. Learning Resources

Relevant training manual (learners' guide) and facilitators' guide

4. Reference Materials (recommended textbooks, recommended readings)

Bailey, P. et al (1994), Purchasing Principles and Management, Pitman London

Killen, K.H. (1995), Managing Purchasing Irwin London,

Leenders, M. R. & Fearon H E. (1993), Purchasing and Materials Management,
Irwin Homewood

Lysons, K. (2000), Purchasing and Supply Chain Management:
Prentice Hall
London

Module Code:	**543/23/M10**
Module Title:	**Industrial & Services Procurement**
ZNQF Level:	**5**
Credits:	10
Duration:	100 Hours
Relationship with Qualification Standards:	Based on Unit Standard
Pre-requisite modules:	N/A

Purpose of Module:	To provide an understanding of the principles on procurement of industrial goods and services management and their application within various types of organisations and operating environments.
List of Learning Outcomes:	**LO1: Classification of Industrial Goods** **LO2: Capital Goods** **LO3: Evaluating Capital Equipment Decisions** **LO4: Services Procurement**
Learning Outcome 01	**L01: Classification of Industrial Goods**
Assessment Criteria:	1.1 Demonstrate knowledge of the Nature of Industrial Goods 1.2 Analyse the factors influencing pricing of primary commodities. 1.3 Evaluate Methods of buying commodities.
Content:	1.4 Primary commodities 1.5 Characteristics of primary commodities 1.6 types of primary commodities 1.7 Actors influencing pricing of primary commodities 1.8 Commodity markets for example mbare msika, 1.9 Methods of buying commodities eg hand to mouth buying, spot contracts, futures etc 1.10 Ways of guarding against price supply fluctuations for commodities e.g. supplier development , hedging, backward integration etc.
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to procure commodities as outlined in the assessment criteria. 2. Written and or oral assessment on factors considered when pricing commodities based on the performance criteria of the Qualification Standard Purchasing Assistant. 3. Written and/ or oral assessment on methods of buying commodities.
Conditions/Context of assessment	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical

	assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Printers • Data Storage Devices • Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle
Learning Outcome 02	**LO2: Capital Goods**
Assessment criteria	Classification of capital goods eg capital equipment, accessories, 2.1 Analyse Characteristics of capital goods 2.2 Assess Factors influencing purchase of capital equipment 2.3 Compose Qualification Standard Purchasing Assistant.
Content:	2.1 Classification of capital goods eg capital equipment, accessories, 2.2 Characteristics of capital goods 2.3 Factors influencing purchase of capital equipment 2.4 Buying centre composition in capital equipment (size and roles) 2.5 Steps followed in the acquisition of capital equipment 2.6 Methods used to acquire capital equipment e.g. leasing , outright purchase, mortgage, hire purchase etc.
Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to acquire capital equipment as outlined in the assessment criteria. 2. Written and or oral assessment on factors influencing the acquisition of capital equipment based on the performance criteria of the Qualification Standard Purchasing Assistant. 3. Written and/ or oral assessment on methods used to acquire capital equipment.
Conditions/Context of	1. Written and/or oral assessment can be conducted in a

assessment:	classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Printers • Data Storage Devices • Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle
Learning Outcome 03	LO3: Evaluating Capital Equipment Decisions
Assessment criteria:	3.1 Analyse Circumstances favouring acquisition of new/ old equipment. 3.2 Apply Financial /quantifiable methods of evaluating capital equipment e.g. payback, ARR, NPV including their advantages and disadvantages 3.3 Apply Non financial/non quantifiable methods of evaluating capital equipment e.g. environmental factors, effect on staff motivation, effect on employment etc.
Content:	3.4 The role of procurement in the acquisition of capital equipment 3.5 Used versus new equipment (advantages and disadvantages) 3.6 Circumstances favouring acquisition of new/ old equipment. 3.7 Financial /quantifiable methods of evaluating capital equipment e.g. payback, ARR, NPV including their advantages and disadvantages 3.8 Non financial/non quantifiable methods of evaluating capital equipment e.g. environmental factors, effect on staff motivation, effect on employment etc. 3.9 Whole life costing in capital equipment
Assessment tasks:	3.10 Written and/or oral assessment on the skills and knowledge

	required to acquire new/old capital equipment as outlined in the assessment criteria.
	3.11 Written and or oral assessment on methods of evaluating capital equipment based on the performance criteria of the Qualification Standard Purchasing Assistant.
	3.12 Written and/ or oral assessment on whole life costing in capital equipment.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees.
	2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution.
	3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Printers • Data Storage Devices • Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle
Learning Outcome 04	LO4: Services Procurement
Assessment Criteria:	4.1 Differentiate between goods and services 4.2 Classify services 4.3 Assess challenges faced in services procurement 4.4 Outline Steps in services procurement 5.5 Evaluate Methods of compensating service providers 5.6 Assess In house versus outsourcing of services including advantages and disadvantages
Content:	4.4 Differentiate between goods and services
	4.5 Characteristics of services
	4.6 Classification of services 4.7 Difficulties/challenges in services procurement 4.8 Steps in services procurement 4.9 Methods of compensating service providers 4.10 In house versus outsourcing of services including advantages and disadvantages

Assessment Tasks:	1. Written and/or oral assessment on the skills and knowledge required to differentiate goods and services as outlined in the assessment criteria. 2. Written and or oral assessment on the challenges in services procurement based on the performance criteria of the Qualification Standard Purchasing Assistant. 3. Written and/ or oral assessment on methods of compensating service providers.
Conditions/Context of assessment:	1. Written and/or oral assessment can be conducted in a classroom environment. Oral assessment can also be conducted by the assessor during the performance of the practical assessment by the trainees. 2. The practical assessment will be conducted in the workplace or simulated work environment in the training institution. 3. The context of assessment should include the facilities, tools, equipment and materials listed below. • Computers • Printers • Data Storage Devices • Airtime • Identification Cards • Internet Connectivity • Stationery • Vehicle

Approach to Teaching and Learning:

43. Observation of adult learning principles.

44. Both institution-based and work-based learning to facilitate the integration of theory and practice.

45. Face-to-face education and learning.

46. Problem-based learning.

47. Online/distance education and learning.

48. Blended/hybrid education and learning.

49. Use of social media.

Resources:

1. Qualifications and experience of Trainers, Assessors and Moderators

All trainers, assessors and moderators should have undergone ZNQF accredited training programmes and should have qualifications and experience recognised by the Zimbabwe National Qualifications Authority (ZNQA).

2. Facilities, Tools, Equipment and Materials

- Computers
- Printer
- Data storage device
- Airtime
- Identification records
- Internet connectivity
- stationery
- Vehicle
- Insulation tape
- Mutton cloth

Assessment Grid:

	Topic	Weighting %
LO1	Classification of Industrial Goods	25
LO2	Capital Goods	25
LO3	Evaluating Capital Equipment Decisions	25
LO4	Services Procurement	25

3. Learning Resources

Relevant training manual (learners' guide) and facilitators' guide

4. Reference Materials (recommended textbooks, recommended readings)

Baily P et al (1994), Purchasing Principles and Management, Pitman, London

Doubler D.W, Burt, D.N (1996), Purchasing and Supply Management Text and Cases, 6th edition, McGraw – Hill, New York.

Killen, K.H. (1995), Managing Purchasing: Irwin, London

Lysons, CK. (2010), Purchasing and Supply Chain Management, Prentice Hall

Saunders M. (1994), Strategic Purchasing and Supply Chain Management, Pitman, London.

MINISTRY OF HIGHER AND TERTIARY EDUCATION, INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

QUALIFICATION STANDARD

94

FOR

PURCHASING/PROCUREMENT OFFICER

SECTOR: **BUSINESS OCCUPATIONS**

QUALIFICATION FOR A   PURCHASING/PROCUREMENT OFFICER

QUALIFICATION CODE:

LEVEL: **NATIONAL DIPLOMA**

DATE OF PROMULGATION: JANUARY 2024

UNIT TITLES

NO.	UNIT	CREDITS
1	Principles of Purchasing and Supply	15
2	Logistics management	15
3	Legal aspects of buying	15
4	Inventory Management	15
5	Strategic procurement	12
6	Management of Organisational assets	12
7	Communication	12
8	Industrial and services procurement	12
9	Public procurement	12

NO.	UNIT	CREDITS
10	Procurement negotiation	15

SUMMARY OF STANDARD

UNIT NO.	UNIT TITLE	CREDITS	ELEMENTS
1	**Principles of Purchasing and supply**	15	1.1 Compile procurement requirements. 1.2 Create and maintain supplier database. 1.3 Process tender documents. 1.4 Develop sourcing strategy 1.5 Negotiate Contracts 1.6 Perform purchasing and procurement activities.
2	**Logistics management**	15	2.1 Determine mode of transport. 2.2 Make security arrangements. 2.3 Capture and record purchasing data
3	**Legal aspects of Procurement**	15	3.1 Prepare policy document. 3.2 Prepare contract document. 3.3 Interpret regulations.
4	**Inventory management**	15	4.1 Design warehouse layout. 4.2 Receive goods. 4.3 Store goods. 4.4 Design stock control measures. 4.5 Process disposal. 4.6 Dispatch goods.
5	**Strategic procurement**	12	5.1 Assess procurement risk. 5.2 Design procurement model. 5.3 Evaluate purchasing strategies. 5.4 Determine payment strategies.
6	**Management of Organisational assets**	15	6.1 Manage materials. 6.2 Manage assets.
7	**Communication**	12	7.1 Disseminate information. 7.2 Organise departmental meetings. 7.3 Liaise with other departments. 7.4 Liaise with suppliers to complete procurement processes
8	**Industrial and service procurement**	12	8.1: Classify Industrial Goods 8:2 Capital Goods 8.3: Evaluate Capital Equipment Decisions 8.4: outline the service procurement process

UNIT NO.	UNIT TITLE	CREDITS	ELEMENTS
9	**Public procurement**	12	9.1 Analyse the scope and history of public procurement for making informed decisions 9.2 Design and implement a public procurement framework for compliance 9.3 Apply the general principles of public procurement 9.4 Analyse the importance of accountability in public procurement 9.5 Prepare and plan for public procurement to avoid impulsive buying 9.6 Apply ethical considerations in procurement
10	**Procurement in negotiation**	12	10.1: Plan for negotiations with stakeholders for guidance during negotiations 10.2: Build relationships in negotiating contracts for negotiating in good faith 10.3: Evaluate information gathering techniques 10.4: Maintain confidentiality on information used in negotiation to comply with secrecy act 10.5: Manage bidding in negotiation 10.6: Conclude and seal negotiation deals 10.7: Implement the negotiated deal for the benefit of the organisation

UNIT 1

Unit Code	
Unit Title:	**Principles of Purchasing and supply management**

Level of Unit: **ND**

Credits: **12**

Occupation: **Purchasing Officer**

Date of Promulgation: **January 2024**

Review Date: **TBA**

Aim of the unit standard

This unit enables an individual to process purchasing/procurement transactions, tender documents and negotiate for contracts.

ELEMENT AND PERFORMANCE CRITERIA

Element 1.1	Compile procurement requirements

Performance Criteria:

1.1.1   Requisitions from departments are received in accordance with procurement procedures.
1.1.2   Requisitions are prioritised according to organisational requirements.
1.1.3   Final list of requirements is compiled according to organisational priorities.
1.1.4   Records are recorded and kept according to company specific requirement.

Element 1.2	Create and maintain supplier database

Performance Criteria:

1.2.1   Supplier authenticity is verified according to procurement best practice.
1.2.2   Sample goods and services inspected according to organisational needs/specifications.
1.2.3   Supplier capacity is established according to organisational needs/requirements.
1.2.4   Database is created or updated according to supplier rankings.

Element 1.3	Process tender documents

Performance Criteria:

1.3.1   Tender documents drafted according to approved format.
1.3.2   Tender documents submitted for approval.
1.3.3   Tender documents are published using appropriate media.
1.3.4   Tender documents are analysed according to laid down regulations.

Element 1.4	Develop sourcing strategy

Performance Criteria

1.4.1   Potential sources are identified according to set criteria.
1.4.2   Cost benefit analysis is carried out a according to specific requirements or set parameters.
1.4.3   Suppliers are selected in accordance to specified rankings (comparative schedules).

Element 1.5	Negotiate Contracts

Performance Criteria:

1.5.1   Contracts are negotiated according to set parameters.
1.5.2   Payment terms/options are clarified in line with the organisational capacity.
1.5.3   Rights and obligations of the parties are established.
1.5.4   Contract duration is specified according to agreed parameters.

Element 1.6	Perform purchasing and procurement activities

Performance Criteria:

1.6.1   Purchasing orders are processed according to business procedures.
1.6.2   Scope of delegation to initiate purchase orders is determined.
1.6.3   Report and store information relating to purchases are completed according to business policy and procedures.
1.6.4   Purchase methods conformed to business ordering cycle and relevant procedures.
1.6.5   Purchased product or services conformed to initial purchase order or standards.

Competencies Required in Readiness for Assessment:

Supplier management
Negotiation
E-purchasing
E-procurement
Competitor analysis
Budget preparation
Tendering

Generic Skills:

Communication
Planning
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Inter-net access
Vehicle
Phone
Computer
Printer

Duration: **120**   hours

UNIT 2

Unit Code:	
Unit Title:	**Logistics management**

Level of Unit: **ND**

Credits: **15**

Occupation: **Purchasing Officer**

Date of Promulgation: **January 2024**

Review Date: **TBA**

Aim of the unit standard

This unit enables an individual to design a distribution network and implement transport security measures.

ELEMENT AND PERFORMANCE CRITERIA

Element 2.1	**Determine mode of transport**

Performance Criteria:

2.1.1   Nature and quantity of goods are established according to order specifications.
2.1.2   Transport is selected according to nature of goods.
2.1.3   Deliveries are followed up.

Element 2.2	**Make security arrangements**

Performance Criteria:

2.3.1   Appropriate insurance is identified in accordance to the nature of goods.
2.3.2   Insurance of goods is ensured in accordance with contract requirements.
2.3.3   Appropriate documentation is ensured in line with security procedures.

Element 2.3	**Capture and record purchasing data**

Performance Criteria:

2.3.1   Source of different types of procurement information is determined.
2.3.2   Valid information sources are confirmed.
2.3.3   Records of completed purchasing tasks are stored according to procedures.

Competencies Required in Readiness for Assessment:

Risk management
Records keeping
Analytic techniques
Transport planning techniques

Generic Skills:

Communication
Planning
Team work
Initiative and enterprising
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Inter-net access
Vehicle
Phone
Computer
Printer

Duration: 40 hours

UNIT 3

Unit Code	
Unit Title:	**Legal aspects of buying**

Level of Unit: ND

Credits: 15

Occupation: **Purchasing Officer**

Date of Promulgation: **January 2024**

Review Date: **TBA**

Aim of the unit standard

This unit enables an individual to prepare procurement policy documents, contracts and interpret purchasing regulations.

ELEMENT AND PERFORMANCE CRITERIA

Element 3.1	Prepare purchase policy document

Performance Criteria:

3.1.1   Stakeholders are consulted to establish purchase needs.
3.1.2   A list of all purchasing requirements is compiled
3.1.3   Purchasing rules and regulations are drafted according to stakeholders' requirements
3.1.4   Draft policy is submitted for approval.

Element 3.2	Prepare contract documents

Performance Criteria:

3.3.1   Rights and obligations of the parties are outlined
3.3.2   Terms and conditions are established in accordance to specific contract requirements.
3.3.3   Final contract submitted for approval.

Element 3.3	Interpret regulations

Performance Criteria:

3.3.1   Regulations governing procurement, storage and transportation are identified.
3.3.2   Procedures are aligned with regulations.
3.3.3   Procedures are implemented according to regulations.

Competencies Required in Readiness for Assessment:

Risk analysis
Policy formulation
Contract preparation

Generic Skills:

Communication
Planning
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Inter-net access
Vehicle
Phone
Computer
Printer

Duration: 150 hours

UNIT 4

Unit Code	
Unit Title:	**Inventory management**

Level of Unit: **ND**

Credits: **15**

Occupation: **Purchasing Officer**

Date of Promulgation: **January 2024**

Review Date: **TBA**

Aim of the unit standard

This unit enables an individual to receive, store, dispatch goods and implement stock control measures.

ELEMENT AND PERFORMANCE CRITERIA

Element 4.1	**Design a warehouse layout**

Performance Criteria:

4.1.1   Nature of goods to be stored is identified.
4.1.2   Appropriate handling equipment is selected.
4.1.3   Location is determined according to nature or type of goods.

Element 4.2	**Receive goods**

Performance Criteria:

4.2.1   Goods are verified according to documentation.
4.2.2   Goods are inspected for conformity in accordance with packaging specifications.
4.2.3   Receiving documentation is completed and distributed according to procedures.

Element 4.3	**Store goods**

Performance Criteria:

4.3.1 Goods are arranged according to warehouse layout.
4.3.2 Safety precautions are observed in accordance with health and safety.
4.3.3 Housekeeping is carried out in accordance with best practices.
4.3.4 Goods are issued according to set criteria.

Element 4.4	Design stock control measures

Performance Criteria:

4.4.1 Re-order levels are established according to demand requirements.
4.4.2 Security of stocks is ensured.
4.4.3 Physical stock count is carried out according to set guidelines.
4.4.4 Records are reconciled with physical stock.
4.4.5 Stores records are up to dated.

Element 4.5	Process disposal

Performance Criteria:

4.5.1 Goods to be disposed off are identified in accordance with company policy.
4.5.2 Disposal of goods is carried out in accordance with disposal policy of the undertaking.
4.5.3 Environmental regulations are observed when making disposal.
4.5.4 Disposal record list is maintained.

Competencies Required in Readiness for Assessment:

Warehouse management
Inventory/supply management
Health and safety precautions

Generic Skills:

Communication
Planning
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Inter-net access
Vehicle
Phone
Computer
Printer

Duration: 40 hours

UNIT 5

Unit Code	
Unit Title:	**Strategic procurement**

Level of Unit: ND

Credits: 15

Occupation: Purchasing Officer

Date of Promulgation: January 2024

Review Date: TBA

Aim of the unit standard

This unit enables an individual to analyse procurement risks and implement suitable purchasing strategies.

ELEMENT AND PERFORMANCE CRITERIA

Element 5.1	Assess procurement risk

Performance Criteria:

5.1.1 Risks are established in accordance with risk management.
5.1.2 Trend of all risk elements is analysed.
5.1.3 Risks are ranked according to set criteria.
5.1.4 Risk mitigation plan is drawn up.

Element 5.2	Design procurement model

Performance Criteria:

5.2.1 Processes that affect procurement are identified.
5.2.2 Alternative flow charts are laid out in line with procurement.
5.2.3 Alternatives are ranked in accordance with organisational requirements.
5.2.4 Final model is drawn up in accordance with the ranking.
5.2.5 Model is submitted for approval.

Element 5.3	Evaluate purchasing strategies

Performance Criteria:

5.3.1   Company's purchasing strategies are analysed.
5.3.2   PESTEL factors are determined.
5.3.3   SWOT analysis is conducted.
5.3.4   Purchasing procedures are compared with international best practices.

Element 5.4	**Determine payment strategies**

Performance Criteria:

5.4.1   Payment strategies are identified.
5.4.2   Strategies that are most favourable to the entity are evaluated.
5.4.3   Strategies are ranked in their order of advantage to the entity.
5.4.4   Strategy that suits the organisational requirements is selected.

Competencies Required in Readiness for Assessment:

Risk analysis
Monitoring and evaluation
Mitigation measures
Strategic planning

Generic Skills:

Communication
Planning
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Inter-net access
Phone
Computer
Printer

Duration: 40 hours

UNIT 6

Unit Code	
Unit Title:	**Management of Oganisational assets**

Level of Unit: **ND**

Credits: **15**

Occupation: **Purchasing Officer**

Date of Promulgation: **January 2024BA**

Review Date: **TBA**

Aim of the unit standard

This unit enables an individual to manage materials and assets.

ELEMENT AND PERFORMANCE CRITERIA

Element 6.1	**Manage materials**

Performance Criteria:

6.1.1   Knowledge of organisational procedures and documentation is demonstrated.
6.1.2   Authorisation to receive and distribute materials is obtained.
6.1.3   Records of materials movement and report are maintained.
6.1.4   Internal control systems are observed.

Element 6.2	**Manage assets**

Performance Criteria:

6.2.1   Asset register is prepared and maintained.
6.2.2   Physical resource verification is carried out.
6.2.3   Asset procurement is determined.
6.2.4   Internal control systems are observed.
6.2.5   Asset register is maintained.

Competencies Required in Readiness for Assessment:

Procuring procedures
Receiving and distributing materials
Maintain asset registers
Report writing

Generic Skills:

Planning
Organising
Computer literacy
Numeracy
Communication

Range Statement:

Tools and Equipment

Statutes
Inter-net access
Vehicle
Phone
Computer
Printer

Duration: 20 hours

UNIT 7

Unit Code	
Unit Title:	**Communication**

Level of Unit: **ND**

Credits: **12**

Occupation: **Purchasing Officer**

Date of Promulgation: **January 2024**

Review Date: **TBA**

Aim of the unit standard

This unit enables an individual to communicate effectively with internal and external clients.

ELEMENT AND PERFORMANCE CRITERIA

Element 7.1	**Disseminate information**

Performance Criteria:

7.1.1   Written reports are produced.
7.1.2   Information is transmitted using proper media.
7.1.3   Relevant reports are submitted to stakeholders on time.

Element 7.2	**Organise departmental meetings**

Performance Criteria:

7.2.1   Memos and letters are written in accordance to laid down standards.
7.2.2   Meetings are arranged in accordance to set rules.
7.2.3   Meetings are conducted in accordance with prescribed agenda.
7.2.4   Accurate records of meeting proceedings are produced.
7.2.5   Presentation skills are demonstrated.
7.2.6   Completed evaluation forms by participants are produced.
7.2.7   Completed register of participants is produced.

Element 7.3	**Liaise with other departments**

Performance Criteria:

7.3.1   Appropriate communication procedures are followed in line with the
        company's policy.
7.3.2   Problems and queries are handled with reference to customer service standards.
7.3.3   Departments meetings are scheduled according to calendar of events.

Element 7.4	Liaise with suppliers to complete procurement processes

Performance Criteria:

7.4.1   Suppliers are contacted to complete purchases according to procurement
         procedures
7.4.2   Confirmation of purchasing and supply arrangements is carried out.
7.4.3   Interface with suppliers is maintained to ensure the accuracy of
        Communication relating to purchases

Competencies Required in Readiness for Assessment:

Report writing
Memo and letter writing
Knowledge of electronic
Coordinating meetings
Minute taking

Generic Skills:

Communication
Planning
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Vehicle
Computer
Printer

Duration: 40 hours
                           UNIT 8

Unit Code	
Unit Title:	**Industrial and service procurement**

Level of Unit: ND

Credits: 12

Occupation: **Purchasing Officer**

Date of Promulgation: **January 2024**

Review Date: **TBA**

Aim of the unit standard

This unit enables an individual to communicate effectively with internal and external clients.

ELEMENT AND PERFORMANCE CRITERIA

Element 8.1	Classify Industrial Goods

Performance Criteria:

8.1 Knowledge of the Nature of Industrial Goods is demonstrated
8.2 Factors influencing pricing of primary commodities are assessed.
8.3 Analyse Methods of buying commodities are analysed

Element 8.2	Evaluate Capital Equipment Decisions

Performance Criteria:
8.2.1 Capital goods eg capital equipment, accessories are classified,
8.2.2 Capital goods are analysed

8.2.3 Factors influencing purchase of capital equipment are explained

8.2.4 Steps followed in the acquisition of capital equipment demonstrated

Element 8.3	: Outline the Services Procurement process

Performance Criteria:

8.3.1 Goods and services are differentiated
8.3.2 Characteristics and classification of services are analysed
8.3.3 Methods of compensating service providers
8.3.4 In. house and outsourcing of services are compared and contrasted

Competencies Required in Readiness for Assessment:

Report writing
Memo and letter writing
Knowledge of electronic
Coordinating meetings
Minute taking

Generic Skills:

Communication
Planning
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Vehicle
Computer
Printer

Duration:

UNIT 9

Unit Code	
Unit Title:	**Public procurement**

Level of Unit: ND

Credits: 12

Occupation: **Purchasing Officer**

Date of Promulgation: **January 2023**

Review Date: **TBA**

Aim of the unit standard

This unit enables an individual to communicate effectively with internal and external clients.

ELEMENT AND PERFORMANCE CRITERIA

Element 9.1	Evaluate the scope and history of public procurement

Performance Criteria:

9.1.1   Public procurement processes are defined
9.1.2   Scope and purpose of public procurement is evaluated
9.1.3   Historical development and legal framework of public procurement in Zimbabwe are analysed
9.1.4   Public procurement sessions are planned for.

Element 9.2	Prepare and plan for public procurement

Performance Criteria:

9.2.1 Procurement preparations are done
5.1.2 Procurement is planned
5.1.3 Annual and Individual procurement plans are prepared
5.1.4 Shared procurement is planned
5.1.5 Division of procurements are explained

Element 9.3	Review Public Procurement Proceedings

Performance Criteria:

9.3.1   Procurement proceedings are explained.
9.3.2   Appeal against decision of review panel is launched
9.3.3   Powers of investigator are discussed.
9.3.4   Procedure on completion of investigation.

Element 9.4	Review Public Procurement Proceedings

Performance Criteria:

9.4.1 Ethics in materials management are explained.
9.4.2 Identify and explain ethical issues in public procurement are assessed.
9.4.3 Management of hazardous materials is explained.

Competencies Required in Readiness for Assessment:

Report writing
Memo and letter writing
Knowledge of electronic
Coordinating meetings
Minute taking

Generic Skills:

Communication
Planning
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Vehicle
Computer
Printer

Duration:

UNIT 10

Unit Code	
Unit Title:	**Procurement in negotiation**

Level of Unit: ND

Credits: 12

Occupation: **Purchasing Officer**

Date of Promulgation: **TBA**

Review Date: **January 2024**

Aim of the unit standard

This unit enables an individual to communicate effectively with internal and external clients.

ELEMENT AND PERFORMANCE CRITERIA

Element 10.1	Prepare for negotiations

Performance Criteria:

10.1 Negotiation strategy is adopted.
10.2. Negotiation Team is determined.\
10.3 Negotiation Agenda is decided
10.4 Negotiation SWOT analysis is carried out.
      .

Element 10.2	Manage relationship building in negotiation

Performance Criteria:

10.2.1relationship rapport is built

10. 2.2 Body language is observed

10. 2.3 Neuro-linguistic programming is studied.

10,2.4 Eye accessing is conducted

Element 10.3	Evaluate information gathering techniques

Performance Criteria:

10.3.1 Appropriate communication procedures are followed in line with the
      company's policy.
10.3.2 Problems and queries are handled with reference to customer service standards.
10.3.3 Departments meetings are scheduled according to calendar of events.

Element 10.4	Control and maintain confidentiality on

Performance Criteria:

10.4.1 Tradeables and Straw Issues are determined.
10.4.2 First offer is analysed
10. 4.3 Negotiation Power is determined
10.4.4 Personalities are studied

Competencies Required in Readiness for Assessment:

Report writing
Memo and letter writing
Knowledge of electronic
Coordinating meetings
Minute taking

Generic Skills:

Communication
Planning
Organising
Computer literacy
Numeracy
Supervision
Controlling

Range Statement:

Tools and Equipment

Statutes
Vehicle
Computer
Printer
Duration:

MINISTRY OF HIGHER AND TERTIARY EDUCATION, INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

SKILLS PROFICIENCY SCHEDULE

INDUSTRY: FINANCE		TRADE/OCCUPATION: PROCUREMENT OFFICER		CLASS/LEVEL:
DUTY A: SUPPLIER EVALUATION				
Pre-requisites:		**Approval Date:**	**Review Date:**	

TASK	STEPS	PROFICIENCY INDICATORS	RELATEDKNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
A1 Identify potential suppliers	➤ Search business directory/ e-directory ➤ Flight adverts ➤ Place tenders ➤ Locate business leads	• List of potential suppliers is compiled • Advertisements in the press and electronic media. • Pamphlets issued • Tender documents drafted • Tender proposal issued • Other business colleagues contacted.	o Relationship management o Business law o Tendering process o Computer knowledge o Basic statistics o Public relations o Research	o Interpretation of results o Communication o Computers o Estimations o Organizing
A2. Screen suppliers	➤ Categorize suppliers ➤ Check legal compliance ➤ Check financial status ➤ Check for capacity to supply ➤ Check for trade references ➤ Check for dealership documents	• Segmented suppliers list is produced • Legal documents are verified • Financial statements are analyzed • Site visits are conducted • Samples are obtained and tested • Referees are contacted for		o Planning o Analytical o Numeracy

		verification • Dealership documents are verified		○ Driving ○ Entrepreneurship.
A 3 : Contract suppliers	➢ Rate shortlisted suppliers ➢ Select suppliers based on scoring ➢ Draft contracts ➢ Enter into a contract	• Supplier evaluation form is completed • Summary of suppliers' scores is produced • Final suppliers list is produced • Contract document is drafted • Supplier is engaged • Signed contract document is produced.		

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

Stationary	Vehicles	Internet
Procurement manuals	Phones	Fax machine
Procurement Act	Computer and computer accessories	Printers

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

Housekeeping	Environmental regulations	Health Management
Personal protective clothing (PPE)	First aid kit	
Workplace safety rules and regulations	Portable water	

SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:

Responsible	Positive attitude	disciplined
Team player	Clean	Reliable
Hardworking	Honesty	
Go-getter	Planned work habit	Adaptability
Time conscious	Loyal	
	Professional devotion	

MINISTRY OF HIGHER AND TERTIARY EDUCATION, INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

SKILLS PROFICIENCY SCHEDULE

INDUSTRY: FINANCE		TRADE/OCCUPATION: PROCUREMENT OFFICER		CLASS/LEVEL:	
DUTY B: PURCHASE ORDER PROCESSING					
Pre-requisites:		Approval Date:		Review Date:	
TASK	**STEPS**	**PROFICIENCY INDICATORS**		**RELATEDKNOWLEDGE**	**WORKPLACE ESSENTIAL SKILLS**
B1 Compile requisitions	➢ Liaise with user departments ➢ Check for authorization ➢ Consolidate requisitions ➢ Deduce purchasing plan	• Memos to user departments • Requisition worksheets received • Authorized requisition sheets filed • Purchase plan is drafted		o Relationship management o Business law o Tendering process o Computer knowledge	o Interpretation of results o Communication o Computers
B2. Source quotations	➢ Contact suppliers ➢ Negotiate terms ➢ Compile comparative schedule	• Suppliers contacted (e-mail, fax, and phone e.t.c.) • Quotations received • Completed comparative schedule		o Basic statistics o Public relations o Research o Purchasing context o Business analysis and its environment o Product knowledge	o Estimations o Organizing o Planning
B 3 : Raise Purchase Order	➢ Call for procurement committee meeting ➢ Select supplier ➢ Generate purchase order ➢ Seek authorization	• Supplier is selected • Minutes of procurement meeting filed • Signed purchase order			o Analytical o Numeracy

B 4: Confirm order with supplier	➢ Place the order ➢ Process payment ➢ Follow-up and expedite order	• Supplier contacted • Payment documents prepared • Payment documents submitted		o Driving o Entrepreneurship

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

Stationary   Phones   Printers
Procurement manuals   Computer and computer accessories   Order book
Procurement Act   Internet
Vehicles   Fax machine

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

Housekeeping   Environmental regulations   Health Management
Personal protective clothing (PPE)   First aid kit
 Workplace safety rules and regulations   Portable water

SPECIFIC WORKER TRAITS REQUIRED TO COMPLETE THIS DUTY:

Responsible   Go-getter   Reliable
Team player   Time conscious   Adaptable
Hardworking

MINISTRY OF HIGHER AND TERTIARY EDUCATION, INNOVATION, SCIENCE AND TECHNOLOGY DEVELOPMENT

SKILLS PROFICIENCY SCHEDULE

INDUSTRY: FINANCE		TRADE/OCCUPATION:PROCUREMENT OFFICER		CLASS/LEVEL:
DUTY C: STORES CONTROLLING				
Pre-requisites:		Approval Date:	Review Date:	

TASK	STEPS	PROFICIENCY INDICATORS	RELATEDKNOWLEDGE	WORKPLACE ESSENTIAL SKILLS
C1 Receive goods	➤ Notify the user or requester of their delivery ➤ Facilitate the inspection of goods ➤ Match order, invoice and delivery note ➤ Shelf goods in the receiving bay ➤ Process invoices and order ➤ Send GRV for payment	• Invoices by the user departments signed • Invoices by the stores personnel signed • Receiving bay cleared • Goods correctly shelved • GRV generated • GRV submitted to the responsible office	o Materials handling o Computer applications o Stores process and procedures o Relationship management o Environmental management o Environmental policies o Records management o Public relations o Business law o Basic statistics	o Interpretation skills o Communication o Computers o Estimations o Organizing o Planning o Analytical o Numeracy
C2. Manage stock movement	➤ Bin goods ➤ Update bin cards using GRV ➤ Classify bins and stock ➤ Maintain re-order level ➤ Carryout stock take and spot checks ➤ Identify and report on redundant, absolute pilferage stock	• Bin cards balance/quantity tallying with electronic or system balance/quantity • Neatly arranged shelves • Clearly labeled bins • Stock hens well arranged		

			o e-commerce o Product knowledge	o Driving o Entrepreneurship o Packaging skills o Machine operating skills o Fire handling skills
	➢ Update bin cards using issue vouchers ➢ Process credit notes of wrongly supplied goods	• Stores loss control sheet filed		
C 3 : Dispatch goods	➢ Check availability of goods ➢ Pick goods ➢ Record request ➢ Issue goods using issue vouchers ➢ Update dispatch book ➢ Send defective, wrongly supplied goods back to supplier ➢ Pack goods for external or branch request ➢ Contact freight forwarders	• Request document record filed • Picked goods in the dispatch bay • Goods correctly packed • Issue voucher processed • Goods returned notes filed • Consignment notes filed • Suppliers credit notes filed		
C 4: Maintain warehouse	➢ Clean warehouse ➢ Maintain clear pathways ➢ Maintain machinery and equipment for handling ➢ Ensure accessibility of fire equipment ➢ Maintain adequate ventilation ➢ Maintain adequate security	• Warehouse cleaned to standards • Pathways cleared • Machinery and equipment in proper working condition • Fire equipment in correctly placed • Warehouse properly ventilated • Security system put in place		

TOOLS AND EQUIPMENT NECESSARY TO COMPLETE THIS DUTY:

Stationary   Forklift   computer accessories
Stores manuals   Computer consumables
Vehicles   PPE
Phones   Computer   Printers

CCTV   Engraver   Shelving equipment
Measuring equipment   Pallets   Fire equipment
Cleaning equipment   Hydraulic jacks
Trolleys

HEALTH, SAFETY AND ENVIRONMENTAL ISSUES RELATED TO THIS DUTY:

Housekeeping
Personal protective clothing (PPE)
Workplace safety rules and regulations

Environmental regulations
First aid kit

SPECIFIC WORKER TRAITS REQUIRED IN COMPLETING THIS DUTY:

Responsible	Team player
Hardworking	Diligent
Time conscious	Positive attitude
Clean	Honesty
Planned work habit	Loyal
Professional devotion	disciplined
Reliable	Adaptability
Integrity	Sober minded
Organized	Pro-active