



Logistics Purchasing Management Programme

NQF Level 5

Participant Profile

Participants are typically purchasing staff and logistics managers, in a business environment, who need to be familiar with business principles, principles of purchasing management and logistics management in a modern environment. The short learning programme is also ideal for the person who has successfully completed a tertiary qualification in a different field of study, but whose career path has developed within the field of purchasing, supply chain or logistics.

Short Learning Programme Structure

The Logistics / Purchasing Management Programme (LPMP) is a short learning programme at NQF level 5 and consists of 8 modules which are presented by way of lectures, group discussions, case studies and role plays. The lecturing contact time is 36 hours per module. Two modules are conducted concurrently over 12 weeks of part-time study and are completed before the commencement of the next two modules. Delivery may also be in the form of block release.

Learning Outcomes

On completion of this short learning programme, the learner will be able to:

- Have a broad understanding of the theoretical and practical concepts of business practice.
- Analyse and synthesise information within a given framework.
- Plan and recommend the successful implementation of business principles in relation to the purchasing function.

Evaluation of Participants

Assessment is both formative and summative and includes:

- Weekly individual and group exercises and tasks
- Group and individual assignments
- Open and closed book case study integrative assessments

To complete the short learning programme successfully, and be awarded a certificate, learners must be found competent in all aspects of the summative assessment according to requirements listed in the relevant student handbook.

Entrance Criteria

The minimum entry requirements for admission to the LPMP are:

- Twenty three years of age and
- Three years business experience and
- Senior certificate or NQF 4 equivalent **or**
Alternative admission can be achieved via the DUT RPL process or mature age exemption.
- A placement assessment may apply

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Contents of Modules

MODULE 1: Business Communication

Cultural Diversity, business etiquette and organisational structures, creating and delivering effective communication, composing, Presenting, evaluating, practical application of verbal, written and visual communication in the work place, meetings, Management reports, coping with change in the new business environment.

MODULE 2: Business Mathematics

Arithmetic of whole numbers, fractions, decimals fractions, percentages and ratios, powers and roots, algebra, Functions and their graphical representation, The time value of money, tables and charts, probability.

Module 3: Purchasing Management

Principals and concepts in Purchasing management, Purchasing & general management in strategic sourcing decision making, implementing purchasing process, understanding the supply chain management interface with purchasing management, procurement and systems interface such as MRPI , MRP II, ERP systems.

MODULE 4: Relationship Management

Relationship and contract management, relationship and power, sourcing, strategic issues, negotiation, preparation activities, contract management assistance, supplier development process, ethical and professional standards, important areas requiring amplification.

MODULE 5: Legal Aspects of Corporate Governance

Ethics, morals and beliefs, introduction to corporate governance, principals, standards and formation, ethical and professional standards, legal considerations, the individual director, risk & management control, fraud, social responsibility & human rights, corporate governance in government, the legal system in South Africa.

MODULE 6: Cost and Pricing Analysis

Pricing, General Economic considerations , cost classification and absorption, stocks & work in progress, cost Analysis, (labour), product costing, contract costing, marginal costing, standard costing, pricing, budgeting, Capital investment appraisal.

MODULE 7: Project Management

Intro to project management, project life cycle & project risk, project scope, feasibility & selection, project planning & Control cycle, project estimating, planning fundamentals-WBS, PERT, CPM, procurement scheduling & resource Planning, project communication, effective project teamwork.

MODULE 8: Quality Assurance

Evolution of Quality management and GURUS, management approaches, customers, supply chain, psychology Tools & methodologies, production costs, quality costs, productivity and audits, quality movement support & systems, Supply management issues, requirements and supplies, intro to quality documentation & TQM, quality control and measurement, customer Complaints, kaizen, quality circles, statistical process control, sampling plans frequency and size, six sigma.

Concluding Remarks

- Due to the dynamic nature of the South African business environment, the BSU reserves the right to make changes to its short learning programmes where necessary.
- The presentation of a short learning programme or any format is subject to sufficient enrolment as determined by the BSU.

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