

Fundamentals of Supply Chain Management

1. Overview

This practical, entry-level programme introduces essential supply chain and administrative concepts required to operate effectively within business environments. Participants will gain the knowledge and skills to understand organisational functions, manage records and service providers, and control expenditure. The programme is ideal for individuals starting a career in supply chain support, procurement, or administrative coordination.

2. Programme Outcome:

- Identify and explain the core and support functions of an organisation
- Understand how their role contributes to the overall value chain
- Monitor and manage expenditure against approved budgets
- Control and maintain administrative records, including confidential documents and stationery usage
- Manage external service providers to ensure deliverables meet contractual requirements

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0500

SAQA US:

242814, 242810, 110009, 109999

NQF Level:

4

Credits:

21

Entry Requirements:

Communication & Mathematical Literacy at NQF 3

Training Options:

Online - Each participant will receive the programme materials and resources are emailed to the participants. Training is delivered fully online, and participants will join scheduled Microsoft Teams sessions facilitated by a trainer. This mode provides flexibility and allows learners to participate from any location.

Blended - Blended learning combines both online and face-to-face training. Participants receive the learning material by email to the participant. They also attend scheduled in-person contact sessions with a facilitator, either at the client's premises or providers campus. This approach offers the flexibility of online learning with the added support of guided, interactive sessions.

Face-to-Face - Each participant will receive training resources, which contains all programme materials and resources. Training is delivered through onsite contact sessions, either at the client's premises or providers campus, where a facilitator conducts the sessions in a classroom environment.

Minimum Participants Required:

(1) Online, (1) Blended & (1) Face-to-Face

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Programme Content

- **(242814 US):** Identify and explain the core and support functions of an organisation
- **(242810 US):** Manage Expenditure against a budget
- **(110009 US):** Manage administration records
- **(109999 US):** Manage service providers in a selected organisation

4. Topics

- Module 1: Organisational Functions and Structure
- Module 2: Budget and Expenditure Management
- Module 3: Administration and Records Management
- Module 4: Managing External Service Providers

5. Assessments

This programme includes a Portfolio of Evidence (POE) that must be submitted at the end of the programme. The POE include:

- **Knowledge Assessments:** To evaluate theoretical understanding.
- **Practical Assignments:** Hands-on tasks related to course topics.
- **Workplace Assignments and Logbook:** Application of skills in real-world settings.

Successful participants will receive a certificate of completion.

6. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

We trust that the above is in order and look forward to hearing from you for Implementation