



The **link** to your **success**

**SPECIALISTS IN ACCREDITED
HIGHER EDUCATION & VOCATIONAL
TRAINING PROGRAMMES**



+264 61 247 879 | www.bse.com.na | info@bse.com.na



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BSE is committed to making a real difference in helping individuals to realise their career aspirations and in doing so, contributing to a better skilled Namibia.

BSE is a recognised training provider in both the TVET as well as the Higher Education space.

BSE has developed several qualifications for the Transport & Logistics as well as Wholesale & Retail industries that are recognised and accredited by the NQA and have successfully completed several competency-based training programmes in partnership with the NTA for both the Logistics and Wholesale & Retail industries.

Bachelors in Business Administration in LOGISTICS & SUPPLY CHAIN MANAGEMENT

SAQA ID 91114 - NQF LEVEL 7 - TOTAL CREDITS 360

The purpose of the programme is to develop graduates with well-rounded managerial, professional and industry specific intellectual competencies, knowledge and skills as to be able to identify, analyse, evaluate, critically reflect on and solve complex problems. They should also be able to provide theory driven arguments within the logistics and supply chain management field.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO:

- Utilise a broad, but well-rounded, theoretical and knowledge base of general management and economics
- Evaluate select and analyse appropriate information, and effectively communicate and disseminate information within the logistics and supply chain environment
- Apply sound financial management principles in logistics and supply chain environments
- Apply sound research principles as to effectively research appropriate logistics and supply chain questions and problems
- Utilise a sound and integrated theoretical and knowledge base of the logistics and supply chain discipline
- Understand and apply relevant models, procedures, tools and techniques that are available to a logistics and supply chain manager to establish effective and efficient solutions to problems
- Confidently utilise quantitative approaches in decision making
- Fulfill the functions and roles that a logistics and supply chain manager is normally called upon to discharge as his/her duties with effective and efficient solutions to problems

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- 3 subjects on AS Level (Grades a - c) and 2 subjects on O Level (Grades A - C) or 4 subjects on H Level (Grades 1 - 3) and 2 subjects on O Level (Grades A - C) of which one subject must be English. Regardless of the combination, a minimum points aggregate of 31 needs to be achieved as per the BSE Admission Scale at the end of the brochure.
- Admission requirements are the typical Universities South Africa exemption requirements.
or
- Completed OLG Diploma in Logistics and Supply Chain Management or other relevant 360 credits Diploma
or
- Completed OLG Higher Certificate in Logistics Management, Project Management, or Procurement Management or other relevant 120 credit Higher Certificate with a minimum aggregate of 60%

DURATION

This programme must be completed within a minimum of three years and a maximum of five years with the option of applying for re-registration for outstanding modules.

PROGRAMME MODULES

FIRST YEAR

TOTAL CREDITS: 120

- Business Management 1
- Economics 1
- Business Statistics
- Logistics Management 1
- Supply Chain Management 1

Choose any one of the following:

- Elective: Transport Economic 2 or
- Elective: Procurement Management or
- Elective: Marketing Management

SECOND YEAR

TOTAL CREDITS: 120

- Business Research
- Business Management 2
- Economics 2
- Logistics Management 2
- Supply Chain Management 2
- Financial Management 2

THIRD YEAR

TOTAL CREDITS: 120

- Business Management 3
- Project Management 3
- Logistics and Supply Chain Management Systems 1
- Logistics and Supply Chain Research: Theory
- Logistics and Supply Chain Research: Project
- Logistics Management 3
- Supply chain Management 3



DIPLOMA in LOGISTICS & SUPPLY CHAIN MANAGEMENT

SAQA ID 85028 - NQF LEVEL 6 - TOTAL CREDITS 360

The Diploma in Logistics and Supply Chain Management aims to develop students in gaining a wide range of professional, vocational and industry-specific intellectual competencies, knowledge and practical skills. The graduate should be able to take decisions in the context of a logistics and/or supply chain organisation, to analyse relevant information, and produce innovative responses to concrete but often unfamiliar problems based on informed judgment. The programme is delivered through distance learning, which provides much needed flexibility for full-time employed individuals.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO:

- Utilise a broad, but well-rounded, theoretical and knowledge base of general management and economics
- Evaluate select and analyse appropriate information, and effectively communicate and disseminate information within the logistics and supply chain environment
- Apply sound financial management principles in logistics and supply chain environments
- Apply sound research principles as to effectively research appropriate logistics and supply chain questions and problems
- Utilise a sound and integrated theoretical and knowledge base of the logistics and supply chain discipline
- Understand and apply relevant models, procedures, tools and techniques that are available to a logistics and supply chain manager to establish effective and efficient solutions to problems
- Confidently utilise quantitative approaches in decision making
- Fulfill the functions and roles that a logistics and supply chain manager is normally called upon to discharge as his/her duties with effective and efficient solutions to problems

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- 2 subjects on AS Level (Grades a - c) and 4 subjects on O Level (Grades A - E) or 2 subjects on H Level (Grades 1 - 3) and 4 subjects on O Level (Grades A - E) of which one subject must be English. Regardless of the combination, a minimum points aggregate of 26 needs to be achieved as per the BSE Admission Scale at the end of the brochure.
- or
- Completed an OLG Higher Certificate in Logistics Management, Project Management, or Procurement Management or other relevant 120 credit Higher Certificate with a minimum aggregate of 50%

DURATION

This programme must be completed within a minimum of three years and a maximum of five years with the option of applying for re-registration for outstanding modules.

PROGRAMME MODULES

FIRST YEAR

TOTAL CREDITS: 120

- Business Management 1
- Economics 1
- Logistics Business Communication
- Logistics Management 1
- Transport Economics 1
- Supply Chain Management 1

SECOND YEAR

TOTAL CREDITS: 120

- Business Informative Systems
- Business Management 2
- Logistics Management 2
- Transport Economics 2
- Work Integrated Learning 1
- Marketing Management 2

THIRD YEAR

TOTAL CREDITS: 120

- Financial Management 2
- Logistics and Supply Chain Management Systems 1
- Logistics Management 3
- Supply Chain Management 2
- Work Integrated Learning 2
- Procurement Management 1



HIGHER CERTIFICATE in LOGISTICS MANAGEMENT

SAQA ID 96798 - NQF LEVEL 5 - TOTAL CREDITS 120

The purpose of the programme is to provide qualifying students with wide-ranging intellectual competencies and practical skills in the acquisition, interpretation and understanding of logistics management principles. The student should be able to take decisions in the context of a logistics organisation, to analyse relevant information, and produce innovative responses to concrete but often unfamiliar problems based on informed judgement.

The proposed curriculum will contribute towards the intended outcomes by firstly providing a student with insight into the micro- and macro-economic environment in which logistics companies function. Furthermore, it will also provide the student with knowledge regarding general management principles and specific logistics management principles. Practical decision-making skills will be facilitated by means of case study material, which requires a critical situation analysis, the selection and interpretation of relevant information and the implementation of decisions.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO EXPLORE CAREER OPPORTUNITIES IN:

- Factory Office Administrator
- Procurement Assistant
- Export Buyer
- Inventory Officer
- Logistics Administrator
- Stockroom and Logistics Manager
- Distribution Planner

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- New curriculum - 2 subjects on AS Level (Grades a - d) and 3 subjects on O Level (Grades A – E) including English at O Level (E).
 - Old curriculum - 2 subjects on H Level (Grades 1 - 4) and 3 subjects on O Level (Grades A - E) including English at O Level (E).
 - Regardless of the combination above, a minimum points aggregate of 21 needs to be achieved as per the BSE Admission Scale at the end of the brochure.
- or
- Mature age entry completing the Access programme

DURATION

The recommended minimum period in which to finish this programme is ideally one year. Certification in relation to the qualification cannot be obtained in a shorter time than this. The absolute maximum period in which to complete the programme is three years.

PROGRAMME MODULES

- Business Communication
- Computer Literacy
- Business Management 1
- Transport Economics 1
- Logistics Management 1
- Financial Management 1

Elective Modules - any one of the following

- Supply Chain Management 1
- or
- Purchasing Management 1
- or
- Marketing Management 1



HIGHER CERTIFICATE PROCUREMENT MANAGEMENT

SAQA ID 102026 - NQF LEVEL 5 - TOTAL CREDITS 360

The purpose of this programme is to develop graduates with the necessary knowledge and skills to analyse, interpret, understand and apply procurement management principles, process and procedures. The programme will provide a range of knowledge and competencies in fields such as business communications for procurement managers, digital literacy systems and financial management as well as general management skills and procurement principles. Work-directed, problem-based and project-based work integrated learning, will enable a learner to gain work related experience and apply their knowledge and skills in the workplace. The programme is delivered through distance learning, which provides much needed flexibility for the full-time employed individual.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO:

- Utilise a broad, but well-rounded, theoretical and knowledge base of general management and economics
- Evaluate select and analyse appropriate information, and effectively communicate and disseminate information within the logistics and supply chain environment
- Apply sound financial management principles in logistics and supply chain environments
- Apply sound research principles as to effectively research appropriate logistics and supply chain questions and problems
- Utilise a sound and integrated theoretical and knowledge base of the logistics and supply chain discipline
- Understand and apply relevant models, procedures, tools and techniques that are available to a logistics and supply chain manager to establish effective and efficient solutions to problems
- Confidently utilise quantitative approaches in decision making
- Fulfill the functions and roles that a logistics and supply chain manager is normally called upon to discharge as his/her duties with effective and efficient solutions to problems

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

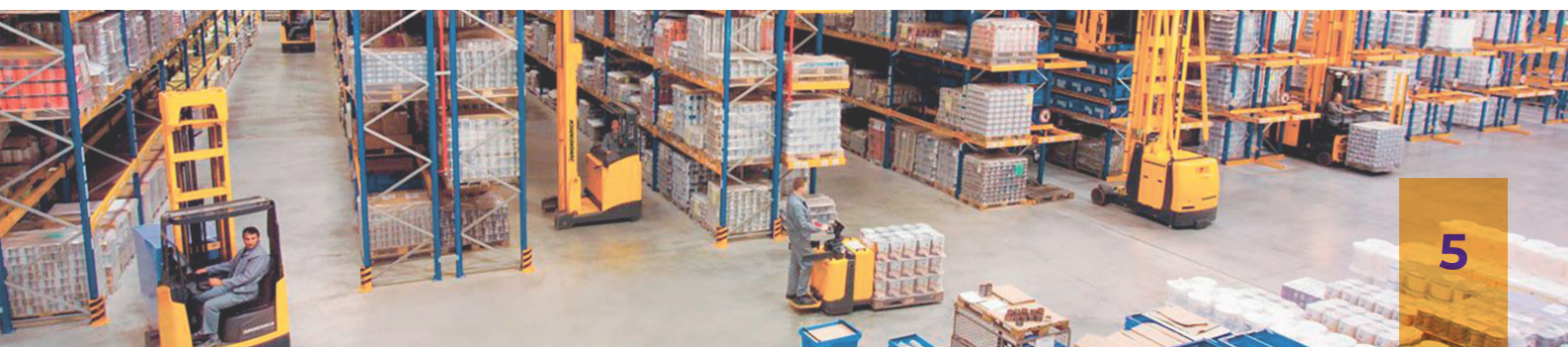
- New curriculum - 2 subjects on AS Level (Grades a - d) and 3 subjects on O Level (Grades A – E) including English at O Level (E).
 - Old curriculum - 2 subjects on H Level (Grades 1 - 4) and 3 subjects on O Level (Grades A - E) including English at O Level (E).
 - Regardless of the combination above, a minimum points aggregate of 21 needs to be achieved as per the BSE Admission Scale at the end of the brochure.
- or
- Mature age entry completing the Access programme

DURATION

The recommended minimum period in which to finish this programme is ideally one year. The absolute maximum period in which to complete the programme is three years.

PROGRAMME MODULES

- Digital and Computer Literacy
- Business Communication for Project Managers
- Business Management 1
- Financial Management
- Supply Chain Management 1
- Procurement Management
- Work Integrated Learning (WIL) for Purchasing Management
- Principles of Purchasing



HIGHER CERTIFICATE PROJECT MANAGEMENT

SAQA ID 104766 - NQF LEVEL 5 - TOTAL CREDITS 120

The purpose of this programme is to equip individuals with the necessary knowledge systems, intellectual competencies and practical skills to analyse, interpret, understand and apply project management principles, processes and procedures. Work-directed, problem and project-based work integrated learning will enable the individual to gain work-related experience and apply their knowledge and skills in the workplace.

UPON SUCCESSFUL COMPLETION, STUDENTS ARE ABLE TO HAVE CAREER OPPORTUNITIES IN:

- Assistant Project Manager
- Associate Project Manager
- Business Project Manager
- Contract Project Manager
- Construction Project Manager
- Information Technology (IT) Project Manager
- Product Manager
- Product Coordinator: Senior Project Manager
- Software Project Manager

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- New curriculum - 2 subjects on AS Level (Grades a - d) and 3 subjects on O Level (Grades A – E) including English at O Level (E).
 - Old curriculum - 2 subjects on H Level (Grades 1 - 4) and 3 subjects on O Level (Grades A - E) including English at O Level (E).
 - Regardless of the combination above, a minimum points aggregate of 21 needs to be achieved as per the BSE Admission Scale at the end of the brochure.
- or
- Mature age entry completing the Access programme

DURATION

The recommended minimum period in which to finish this programme is ideally one year. The absolute maximum period in which to complete the programme is three years.

PROGRAMME MODULES

- | | |
|---|---|
| • Business Communication for Project Managers | • Supply Chain Management 1 |
| • Computer and Digital Literacy | • Project Management |
| • Business Management 1 | • Work Integrated Learning for Project Management |
| • Financial Management 1 | |



ACCESS PROGRAMME

ABOUT THE PROGRAMME

The Access Programme enables individuals to elevate their Numeracy and English skills in order to gain access to an accredited higher education qualification. This programme will benefit individuals who do not have a Grade 12 certificate or lack the required number of aggregate points according to the BSE Admission Scale but want to take steps to, in time, obtain a higher certificate, diploma or degree qualification.

Individuals who complete the Access Programme successfully, can then progress to apply for the Higher Certificate in Logistics Management or the Higher Certificate in Procurement Management.

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- A Matric or Grade 12 Certificate is not required
- Candidates with a NSSCO certificate with 4 subjects achieving a minimum aggregate of 20 point (see BSE Admission Scale at the end of the brochure) of which English as one of the subjects.
- Candidates over the age of 23 will need at least two years of work experience in a related field (you will need to provide a CV)
- Candidates over the age of 45 must have the equivalent of Grade 8 English level of competence.

MODE OF DELIVERY

This programme is delivered through a distance learning mode, which provides much needed flexibility for the employed individual. Students need to have access to a computer and Internet.

DURATION

The Access Programme must be completed in a minimum of 6 months and a maximum of 1 year.

PROGRAMME MODULES

The programme consists of the following compulsory modules:

- Foundations of English
- Foundations of Numeracy

Students will be required to:

- Submit assignments and write exams. You will also get an opportunity to write supplementary exams should this be required.
- Complete both English and Numeracy subjects with at least a 50% pass.



NATIONAL VOCATIONAL CERTIFICATE WHOLESALE & RETAIL - OPERATIONS

NQA ID Q1126 - NQF LEVEL 2 - TOTAL CREDITS 116

The Wholesale and Retail sector buys and sells a wide range of products and stock from manufacturers and delivers it to the end user. Throughout this process a variety of skills are crucial. This qualification is designed to addresses skills and competencies that enable learners to access the Wholesale and Retail operations industry. It will provide the necessary skills and abilities for people engaged in various Wholesale and Retail operations functions.

The learner will be able to complete basic business functions, learn to interact with customers and solve problems, as well as plan his/her own self-development.

WHAT CAN LEARNERS EXPECT

- Count stock for a stock-take
- Maintain a safe and secure environment in a distribution center
- Record transactions and process payments at Point of Sales (POS)
- Merchadising stock
- Interact with customers

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- NSSCO (Grade 11) Revised Curricula OR Grade 12 (Phased-Out Curricula).
 - 20 Points in 6 subjects with a F symbol in English, Mathematics and Science as per the BSE Admission Scale at the end of the brochure.
- or
- JSC Grade 10 (phased-out curricula) as follows:
 - 23 Points in 6 Subjects according to the BSE
 - E symbol in English, Mathematics and Physical Science

MODE OF DELIVERY & REQUIREMENTS

This programme is delivered through a blended approach of contact and online sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

DURATION

Approximately 12 months of structured, practical and theoretical training, leading to a full qualification.

PROGRAMME CURRICULUM

- | | | |
|--|---|--|
| <ul style="list-style-type: none">• Define the core concepts of Wholesale and Retail• Numeracy and basic business calculations• Count stock for a stock-take• Interact with Customers | <ul style="list-style-type: none">• Maintain a safe and secure work environment• Record Transactions and POS operations• Mark merchandise and maintain displays | <ul style="list-style-type: none">• Implement promotional instructions• Apply inbound contact centre operations• Communications Skills |
|--|---|--|



NATIONAL VOCATIONAL CERTIFICATE WHOLESALE & RETAIL - DISTRIBUTION

NQA ID Q1127 - NQF LEVEL 2 - TOTAL CREDITS 115

The Wholesale and Retail sector buys and sells a wide range of products and stock from manufacturers and delivers it to the end user. Throughout this process a variety of skills are crucial. The learner will be able to complete basic business functions, learn to interact with customers and solve problems, as well as plan his/her own self-development.

The programme is designed for learners who are already employed and involved in the distribution field and who want to pursue a career in the Wholesale and Retail industry, or in fields where this is applicable. The purpose of this programme is to enable learners to understand and familiarise themselves with the underlying principles of all the major areas related to distribution within the Wholesale and Retail sector.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO:

- Pick stock in a distribution centre/warehouse
- Move, pack and maintain stock in a distribution centre/warehouse
- Maintain a safe and secure environment in a distribution centre
- Dispatch stock
- Uplift stock for return

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- NSSCO (Grade 11) Revised Curricula OR Grade 12 (Phased-Out Curricula).
 - 20 Points in 6 subjects with a F symbol in English, Mathematics and Science as per the BSE Admission Scale at the end of the brochure.
- or
- JSC Grade 10 (phased-out curricula) as follows:
 - 23 Points in 6 Subjects according to the BSE
 - E symbol in English, Mathematics and Physical Science

MODE OF DELIVERY & REQUIREMENTS

This programme is delivered through a blended approach of contact and online sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

DURATION

Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

PROGRAMME CURRICULUM

- | | | |
|---|---|--|
| • Define the core concepts of Wholesale and Retail | • Pick stock in a distribution centre/warehouse | • Apply inbound contact centre operations |
| • Numeracy and basic business calculations | • Maintain a safe and secure environment in a distribution centre | • Move, pack and maintain stock in a distribution centre/warehouse |
| • Count stock for a stock-take | • Uplift stock for return | • Basic communications skills |
| • Apply theft, fraud and safety controls in the workplace | • Dispatch Stock | |



NATIONAL VOCATIONAL CERTIFICATE WHOLESALE & RETAIL - FRONTLINE SUPERVISION

NQA ID Q1128 - NQF LEVEL 3 - TOTAL CREDITS 72

This programme is developed around a planned combination of learning outcomes that will provide learners with the knowledge and applied competencies in Wholesale and Retail operations on a formal route to acquiring operational skills in the Wholesale and Retail sector.

Learners will be equipped with knowledge of the core concepts of the Wholesale and Retail environment, and competencies to deal with theft, fraud and safety control measures in a Wholesale and Retail Outlet. They will further explore the factors that impact on the bottom line of a Wholesale and Retail unit and build customer relations skills. Learners will also be exposed to occupational health, safety and environmental principles to be applied in the workplace and assertive communication skills.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO:

- Apply theft, fraud and safety controls in a Wholesale and Retail environment
- To develop and implement a plan to enhance team performance
- Demonstrate product knowledge in own area of operation in a Wholesale and Retail environment
- Communicate in an assertive manner with clients and fellow workers
- Conduct a structured meeting
- Motivate and building a team
- Prioritise time and work for self and team

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- National Vocational Certificate Level 2 in Wholesale and Retail Operations
or
- National Vocational Certificate Level 2 in Wholesale and Retail Distribution

MODE OF DELIVERY & REQUIREMENTS

This programme is delivered through a blended approach of contact and online sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

DURATION

Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

PROGRAMME CURRICULUM

- | | | |
|---|---|--|
| <ul style="list-style-type: none">• Apply theft, fraud and safety controls in a Wholesale and Retail Outlet• Conduct a structured meeting• Motivate and build a team• Prioritise time and work for self and team• Build customer relations in an operational unit | <ul style="list-style-type: none">• Demonstrate knowledge of products in own area of operation in a Wholesale and Retail environment• Apply occupational health, safety and environmental principles• Apply knowledge of self and team in order to develop a plan | <ul style="list-style-type: none">to enhance team performance• Explain the factors that impact on the bottom line of a Wholesale and Retail unit• Communicate in an assertive manner with clients and fellow workers |
|---|---|--|



NATIONAL VOCATIONAL CERTIFICATE WHOLESALE & RETAIL - MERCHANDISER

NQA ID Q1090 - NQF LEVEL 3 - TOTAL CREDITS 59

Retail merchandisers are the link between buyers and the sales floor, ensuring the right stock is in the right place at the right time to maximise sales and margin performance. This programme aims to provide students with the competencies required for ensuring that the correct mix of products are stocked and displayed, in order to achieve greater sales and maximise profits. Students will also be able to closely liaise with buying- and store-operations teams to make sure the stock is properly monitored and available, stopping underperforming lines and increasing the stock of those products that are proving popular.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO:

- Maintain organisational stock levels
- Mark and display stock
- Create and maintain displays
- Implement promotional instructions and loss control measures
- Interact with customers
- Count stock for stock-take
- Merchandise chillers and freezers
- Present and evaluate a visually merchandised display

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- National Vocational Certificate Level 2 in Wholesale and Retail Operations
or
- National Vocational Certificate Level 2 in Wholesale and Retail Distribution

MODE OF DELIVERY & REQUIREMENTS

This programme is delivered through a blended approach of contact and online sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

DURATION

Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

PROGRAMME CURRICULUM

- | | | |
|--|---|--|
| • Maintain organisational stock levels | measures | • Evaluate a visually merchandised display |
| • Mark and display stock | • Merchandise chillers and freezers | • Implement promotional instructions |
| • Create and maintain displays | • Present a visually merchandised display | |
| • Count stock for stock-take | • Interact with customers | |
| • Implement loss control | | |



NATIONAL VOCATIONAL CERTIFICATE WHOLESALE & RETAIL - OPERATIONS SUPERVISION

NQA ID Q1129 - NQF LEVEL 4 - TOTAL CREDITS 99

This programme aims to acquaint learners with the principles of supervision and team leadership within the Wholesale and Retail sector. Supervision in this context includes all activities ensuring the achievement of desired results and the correct implementation of prescribed policies, procedures and activities.

This programme thus aims to build capacity and improve skills at lower management level in the Wholesale and Retail sector, ensuring the development of competence and increased service delivery in this field. Individuals who would like to enter the supervisory management level in the Wholesale and Retail sector will benefit from this programme.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO:

- Supervising sales performance
- Supervising stock counts
- Supervising housekeeping and hygiene in a store
- Supervising implementation of loss control measures
- Supervising customer service standards
- Demonstrating basic understanding of the primary labour legislation that impacts on a business unit
- Indicating the role of a team leader to ensure that a team meets an organisation's standards

ADMISSION REQUIREMENTS

BOTH OF THE FOLLOWING:

- NVC W&R Frontline Supervision NQF Level 3, and
- NVC W&R Merchandiser NQF Level 3

MODE OF DELIVERY & REQUIREMENTS

This programme is delivered through a blended approach of contact and online sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

DURATION

Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

PROGRAMME CURRICULUM

- | | | |
|--|--|--|
| • Indicate the role of a team leader, ensuring that a team meets an organisation's standards | • Supervise stock counts | • Supervise promotional activities |
| • Motivate a Team | • Supervise housekeeping and hygiene in a store | • Apply the budget function in a business unit |
| • Supervise customer service standards | • Supervise implementation of loss control measures | • Interpret basic financial statements |
| • Supervise Sales Performance | • Induct a new member into a team | • Conduct a formal meeting |
| • Demonstrate basic understanding of labour legislation the impacts on a business unit | • Describe and apply the management functions of an organisation | |
| | • Supervise Point of Sale Operations | |



NATIONAL VOCATIONAL DIPLOMA WHOLESALE & RETAIL - BUYER

NQA ID Q1091 - NQF LEVEL 5 - TOTAL CREDITS 121

A retail buyer is responsible for planning, selecting and purchasing quantities of goods and merchandise that are sold to retailers or in retail stores. They source new and review existing goods to ensure their products remain competitive. Most buyers, including those working in large department stores, tend to specialise in one product type (e.g. clothes, fashion accessories, food and drink, books, furniture, electrical items or household goods), while those who work for smaller stores buy a variety of products.

For individuals looking for a fast-paced career that combines retail and business, retail buying might be the ideal career. The programme provides the learner with the strategies, skills and knowledge required by retail buyers to purchase retail merchandise and develop buying plans. The learner will learn how to analyse the market, plan and introduce product ranges, establish supplier relationships, negotiate the supply of goods and maximise profit through effective buying strategies. The programme will ensure a solid understanding of the tools and techniques required to purchase strategically to meet performance benchmarks and maximise profit in an ever-changing retail environment.

UPON SUCCESSFUL COMPLETION, STUDENTS SHOULD BE ABLE TO:

- Demonstrate an understanding of the target market
- Propose a product range for an organisation
- Procure products for an organisation and import merchandise for a Wholesale or Retail organisation
- Maintain and control stock levels of an organisation
- Implement price changes
- Implement loss control measures and promotional activities
- Apply leadership skills to achieve objectives, effective customer management skills and tenders to obtain business

ADMISSION REQUIREMENTS

THE FOLLOWING:

- NVC in Wholesale and Retail Operations Supervision Level 4

MODE OF DELIVERY & REQUIREMENTS

This programme is delivered through a blended approach of contact and online sessions that will provide the learner with the interpersonal support for learning to take place. Furthermore, a workplace component will allow the learner to apply knowledge gained in a workplace environment.

DURATION

Approximately 12 months of structured practical and theoretical training, leading to a full qualification.

PROGRAMME CURRICULUM

- | | | |
|--|--|--|
| <ul style="list-style-type: none">• Demonstrate an understanding of basic financial skills• Demonstrate an understanding of the target market• Manage own time effectively• Maintain and control stock levels of an organisation• Implement price changes• Manage suppliers effectively | <ul style="list-style-type: none">• Procure products for an organisation• Import merchandise for a Wholesale or Retail organisation• Propose a product range for an organisation• Apply leadership skills to achieve objectives• Apply for tenders to obtain | <ul style="list-style-type: none">business• Implement loss control measures• Implement promotional activities• Apply effective customer management skills |
|--|--|--|



FET CERTIFICATE GENERIC MANAGEMENT

SAQA ID 57712 - NQF LEVEL 4 - TOTAL CREDITS 155

The most appealing aspect of this qualification is its flexibility to a wide range of sectors, roles, and business careers. The certificate offers learners with the knowledge and abilities needed to undertake a variety of tasks critical to the management and leadership processes. This qualification contributes to the management and leadership function and related fields, allowing learners to function in areas such as leadership, motivation, delegation, problem solving, performance management, planning, organising, leading, and controlling, among others.

Individuals who register in this course have an interest in a career in management. After completing the curriculum, learners will have the necessary skills to be considered for permanent posts. Learners who complete this certification will be able to exhibit managerial competencies in the areas of planning, organising, leading, controlling, and ethics. Overall, this certificate ensures that learners are competent of creating plans to attain certain goals, managing resources in accordance with a predetermined plan, motivating a team to collaborate in order to attain goals, and monitoring performance to ensure plan adherence.

ADMISSION REQUIREMENTS

ONE OF THE FOLLOWING:

- NSSCO with a minimum of 16 points in 4 subjects. Please refer to the BSE Admission Scale at the end of the brochure.
- Mathematics with a minimum E symbol
- English with a minimum E symbol

MODE OF DELIVERY & REQUIREMENTS

This programme is delivered through a blended mode by offering limited contact classes combined with online distance learning. Each module is delivered over two (2) to five (5) days depending on the content of the module. Typically, every month a module is covered and the additional time is used for assessments and practical activities required by the learner to demonstrate competence.

Students need to have **access to a computer and the internet**. This programme is delivered through a blended mode by offering limited contact classes combined with online distance learning.

DURATION

The qualification is offered over a period of six to eighteen months. The modules can be spread out over a longer period depending on the abilities of the learners. This provides much needed flexibility for students learning at their own pace.

PROGRAMME CURRICULUM

- | | | |
|---------------------------------------|-------------------------------------|--|
| • Module 1: Management Communications | • Module 4: Financial Budgeting | • Module 8: Organisational Functions Propose a product range for an organisation |
| • Module 2: Management Calculations | • Module 5: Conduct Meetings | • Module 9: Manage Stock |
| • Module 3: Basic Management | • Module 6: Deal with Customers | |
| | • Module 7: Performance Evaluations | |



EDUCATIONAL PROGRAMMES

ASSESSING AGAINST UNIT STANDARDS

NQF LEVEL 4 - US ID - 0336 - TOTAL CREDITS 15

NQF LEVEL 4 - US ID - 0337 - TOTAL CREDITS 15

This programme is developed around a planned combination of learning outcomes that will provide learners with the competencies required in education, training, and/or assessing institutions, and/or in workplaces, who are required to assess people against documented performance standards or unit standards written for registration on the National Qualifications Framework (NQF). The course covers the two NQF registered Unit Standard US 0336 and US 0037 – dealing with assessments.

The programme provides individuals with the range of skills required to be able to perform a series of activities that form part of the assessment of learning outcomes. This covers skills such as planning the assessment, preparing learners for assessment, conducting the assessment and evaluating the evidence submitted for competence as well as providing the relevant feedback.

Individuals who will typically embark on this skills programme are those who have an interest in a career in education and training or are involved in training in the workplace and will conduct assessments within their fields of expertise in line with the Criteria for the NTA Registration of Assessors. Individuals credited with these two Unit Standards will be able to demonstrate knowledge of the use of unit standards in assessment, prepare to conduct assessments, conduct assessments, verify the quality of evidence to be used for making assessment decisions, make and record an assessment decision, and reflect on assessment practice and decisions.

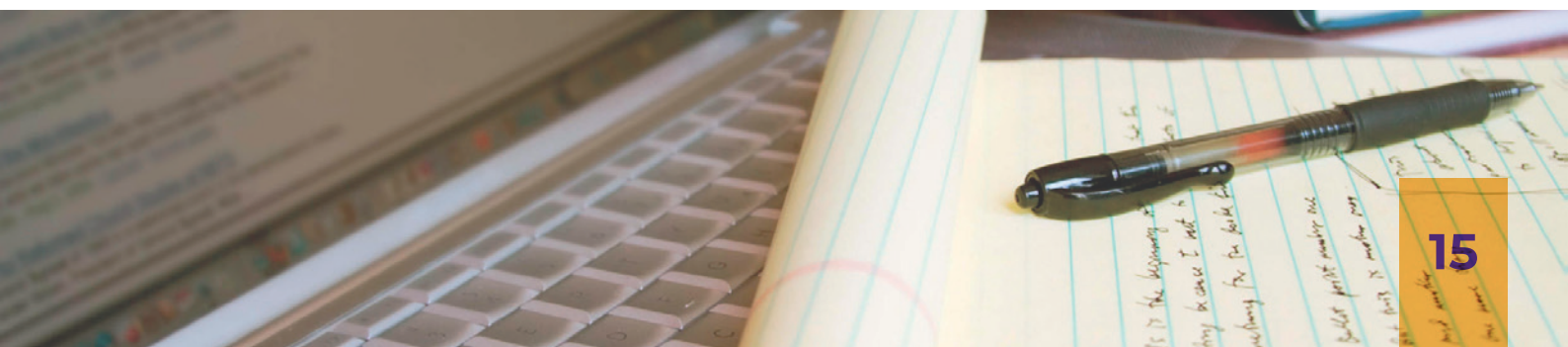
MODE OF DELIVERY AND DURATION

The programme is offered over a period of four (4) days. Delivery includes facilitation of two (2) days incorporated into practical application of the skill on the job. Coaching and mentoring and practical assessments are conducted whilst the learners are integrated into functional areas in the workplace with defined roles, goals and responsibilities.

ASSESSMENT AND MODERATION

Knowledge assessments are conducted in the classroom under assessment conditions. Assignments and workplace documentation complement practical observations in the workplace environment. Some of the practical observations can be conducted in simulated environments. The assessments are designed in a way that integrate activities, thus demonstrating the learner's competence against the outcomes and purpose of the programme on an integrated basis.

Minimum evidence requirements for this unit standard are the design of assessment activities and associated materials relevant to two standards with a total learning and/or performance demand of 6 NQF credits or equivalent. The assessment materials must contain at least three different and valid assessment methods which may be spread across the two standards.



EDUCATIONAL PROGRAMMES

MODERATOR

NQF LEVEL 5 - US ID: 0498 - CREDITS 10

NQF LEVEL 5 - US ID: 0499 - CREDITS 10

The programme provides learners with the range of learning skills required to be able to perform a series of activities that form part of the moderation and quality assurance of learning outcomes. This covers skills such as planning the moderation, understanding policies and procedures, conducting the moderation and providing support and guidance to assessors as well as providing the relevant feedback through reporting protocols. Learners who will typically embark on this programme are individuals who have an interest in a career in education and training or are involved in training in the workplace and will conduct assessments within their fields of learning.

This programme is intended for persons who have internal moderator roles within accredited institutions and organisations and/or persons with external moderator roles. The unit standard is primarily written for situations where these stakeholders have responsibilities relating to national assessment arrangements for unit standards registered on the National Qualifications Framework. However, the unit standard may also be met in other assessment contexts where assessment decisions are being made against prescribed and documented performance expectations and where the assessment involves a high degree of direct interaction between the assessor and the candidates. Credited individuals will also perform moderation functions on any examination-based summative assessment in which documented assessment requirements and criteria have been specified in a form other than as a registered unit standard.

People credited with this unit standard are able to moderate assessment materials, verify assessment decisions, and follow moderation administration practices.

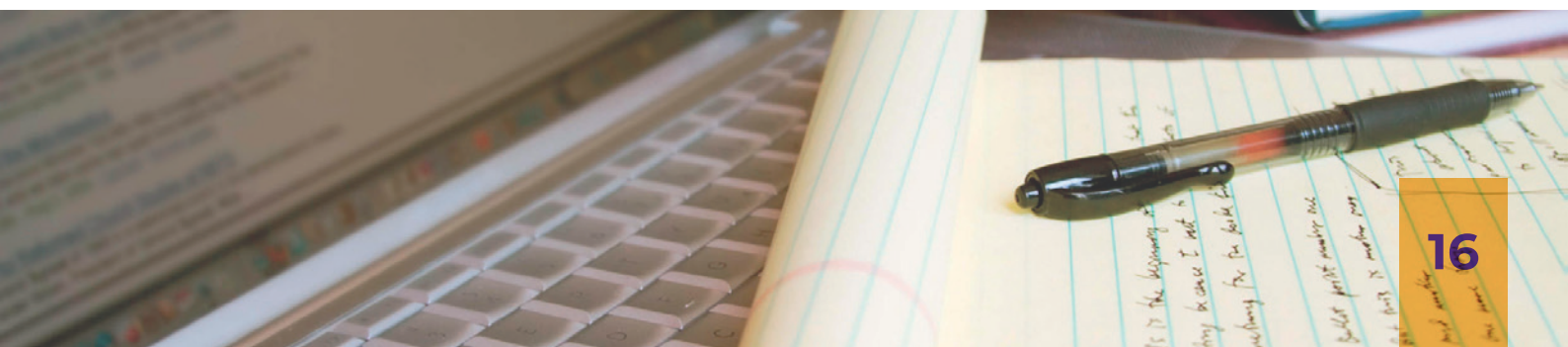
MODE OF DELIVERY AND DURATION

The programme is offered over a period of four (4) days. Delivery includes facilitation of two (2) days incorporated into practical application of the skill on the job. Coaching and mentoring and practical assessments are conducted whilst the learners are integrated into functional areas in the workplace with defined roles, goals and responsibilities.

ASSESSMENT AND MODERATION

Knowledge assessments are conducted in the classroom under assessment conditions. Assignments and workplace documentation complement practical observations in the workplace environment. Some of the practical observations can be conducted in simulated environments. The assessments are designed in a way that integrate activities, thus demonstrating the learner's competence against the outcomes and purpose of the programme on an integrated basis.

It is assumed that people seeking credit for this unit standard have considerable and prior experience in an assessment role, perhaps in making assessment decisions and/or in developing assessment materials. Minimum evidence requirements are the moderation of two sets of assessment materials for the same or different unit standards or continuous assessment events for summative decisions leading to certification, and four assessor decisions.



EDUCATIONAL PROGRAMMES

DESIGN ASSESSMENT INSTRUMENTS

NQF LEVEL 4 - US ID: 0338 - CREDITS 5
NQF LEVEL 5 - US ID: 0339 - CREDITS 10
NQF LEVEL 5 - US ID 0340 - CREDITS 10

This programme covers the three Namibian accredited Unit Standards, ID338 Design formative assessment tasks based on the requirements of unit standards, ID339 Design summative assessments based on unit standards, and ID340 Design summative assessments based on standards. As a result of the fact that there are many overlaps between the three Unit Standards, they are best presented in an integrated format with final assessment being conducted in an integrated manner.

This programme is intended for persons who are responsible for the design of assessment activities and associated documentation for formative and summative assessments, where assessment decisions are based on documented standards. People credited with the included unit standard will be able to identify the key factors shaping the development of assessment material, design assessment activities, design broad guidance related to the conduct of an assessment, and obtain approval for assessment materials.

The programme aims to provide knowledge and build competencies required to design formative and summative assessments based on the requirements of unit standards. It covers knowledge of the use of unit standards and diverse types of evidence in assessment; the identification of the key factors that shape the development of formative and summative assessment instruments; the design of broad guidance related to the conduct of assessments; and the process involved in gaining approval for the assessment materials.

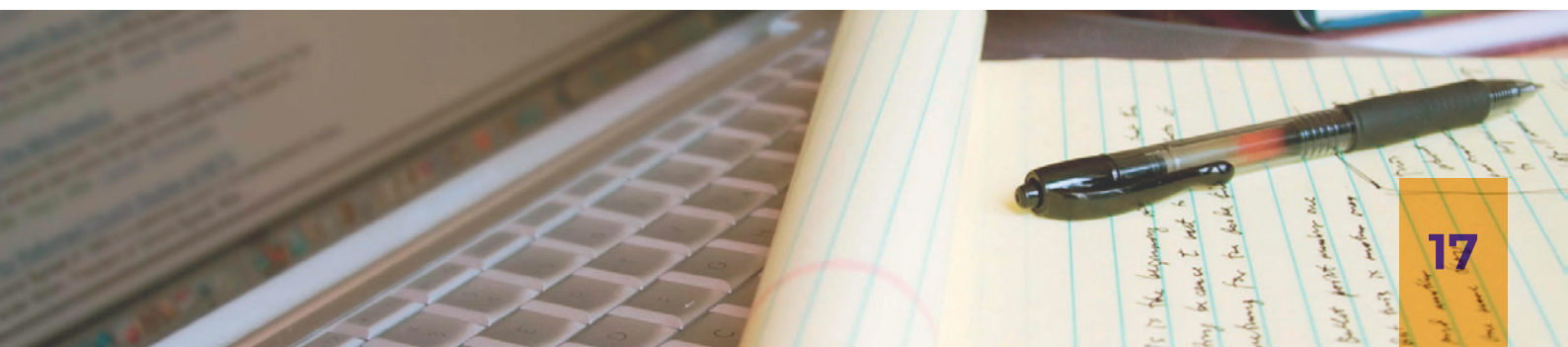
MODE OF DELIVERY AND DURATION

The programme is offered over a period of five (5) days. Delivery includes facilitation of two (2) days incorporated into the practical application of the skill on the job. Coaching and mentoring and practical assessments are conducted whilst the learners are integrated into functional areas in the workplace with defined roles, goals and responsibilities.

ASSESSMENT AND MODERATION

Knowledge assessments are conducted in the classroom under assessment conditions. Assignments and workplace documentation complement practical observations in the workplace environment. Some of the practical observations can be conducted in simulated environments. The assessments are designed in a way that integrate activities, thus demonstrating the learner's competence against the outcomes and purpose of the programme on an integrated basis.

Minimum evidence requirements for this unit standard are the design of assessment activities and associated materials relevant to two standards with a total learning and/or performance demand of 6 NQF credits or equivalent. The assessment materials must contain at least three different and valid assessment methods which may be spread across the two standards.



BSE Admission Evaluation Scale												
Points	GCE			NSSC			Cambridge		Senior Certificate			Abbreviations
	A-Level	AS	O-Level	AS	H	O	HIGCSE	IGCSE	NSC	HG	SG	
10	A											GCE: General Certificate of Education A-Level: Advanced Level AS Level: Advanced Subsidiary Level O-Level: Ordinary Level NSSC: Namibian Senior Secondary Certificate AS: Advanced Subsidiary H: Higher Level O: Ordinary Level Cambridge International Examination HIGCSE: Higher International General Certificate of Secondary Education IGCSE: International General Certificate of Secondary Education Senior Certificate NSC: National Senior Certificate HG: Higher Grade SG: Standard Grade
9	B	a		a	1 (80 – 100)		1 (80 – 100)		7	A (80 – 100)		
8	C	b	A*/1	b	2 (65 – 79)	A* (90 – 100)	2 (65 – 79)	A* (90 – 100)	6	B (70 – 79)		
7	D	c	A/2	c	3 (50 – 64)	A (80 – 89)	3 (50 – 64)	A (80 – 89)	5	C (60 – 69)	A (80 – 100)	
6	E	d	B/3	d	4 (40 – 49)	B (70 – 79)	4 (40 – 49)	B (70 – 79)	4	D (50 – 59)	B (70 – 79)	
5		e	C/4	e		C (60 – 69)		C (60 – 69)	3	E (40 – 49)	C (60 – 69)	
4			D/5			D (50 – 59)		D (50 – 59)	2	F (33.3 – 39)	D (50 – 59)	
3			E/6			E (40 – 49)		E (40 – 49)			E (40 – 49)	

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+264 61 247 879 | www.bse.com.na | info@bse.com.na