



SYLLABUS

PURCHASING AND MATERIALS MANAGEMENT

PURPOSE

This subject is examined at three levels as a major subject in an IAC programme, and it enables those who wish to develop a career in the area of purchasing and materials management to do so.

Level 1 essentially covers the functional aspects of the subject in order to ensure that the candidate can undertake operational tasks efficiently. Levels 2 introduce the candidate to the techniques of decision-making in the broader aspects of this profession and will ensure that the decisions made are processes of management.

NOTE – The stricture of the programmed is under review and appropriate notice will be give of the new syllabus. It is expected that after review, the topics will be described more fully, and the distinction in the examinable skills at the three levels will be more defined.

RECOMMENDED TEXTBOOKS (SOURCE)

1. Purchasing and Materials Management, by Hugo and van Rooyen (van Schalk)
- 2.

SYLLABUS – LEVEL 1

1. The role of the Purchasing and Materials Manager.
2. Receiving operations
3. Automatic identification.
4. Storage and Warehousing.
5. Order picking.
6. Dispatch operations.
7. Writing reports.
8. Purchasing.
9. Personnel relations.
10. Security in the store.
11. Quality.
12. Inventories.
13. Stock levels.
14. Money and cash flow.
15. Work studies.
16. Graphs.
17. Computers.
18. Real-time inventory management systems.

SYLLABUS – LEVEL 2

1. Background to purchasing
2. Purchasing and materials management
3. Quality
4. Standardisation
5. Sources of supply
6. Pricing.
7. Quality assurance and reliability.
8. Basic procedures for purchasing.
9. Organizational layout for purchasing.
10. Money and cash flow.
11. Forecasting.
12. Break-even analysis.
13. Productivity.
14. Statistics.
15. Marketing.
16. Importance of materials handling.
17. Physical distribution.
18. Improving productivity in materials handling.
19. Principles of materials handling.
20. Unit loads.
21. Racks and racking.
22. Guidelines to storage systems.
23. Materials handling equipment.

SYLLABUS – LEVEL 3

1. Setting up tender documentation.
2. Retail purchasing and inventory control.
3. Purchasing and importation.
4. Materials requirements planning.
5. Just-in-Time management.
6. Japanese and other management techniques.
7. Retail distribution.
8. Goods receiving.
9. Routing and scheduling.
10. Centralized distribution.
11. Fire protection.

EXAMINATION:

A three-hour paper will be set with a total of 100 marks. All the questions carry equal marks and no multiple choices will be asked. A non-programmed calculator may be used where necessary.