

UNIT TITLE: PRINCIPLES OF PROCUREMENT AND SUPPLY

UNIT CODE: CPSM 511

Relationship to Occupational Standards:

This unit covers the unit of competency:

CREDIT HOURS: 3 HRS

Duration of Unit: 30 hours

Unit Description

This unit is intended to equip the learner with knowledge and skills and attitudes that will enable him/her to perform effectively and efficiently in procurement and supply functions.

Summary of Learning Outcomes

By the end of the unit the learner should be able to:

1. Understand the meaning, principles and objectives of procurement and supply
2. Gain an understanding of the evolution procurement and supply
3. Gain an understanding of the categorization of procurement
4. Demonstrate an understanding of the five rights of procurement.
5. Identify and analyze procurement planning and the stakeholders in it.
6. Demonstrate an understanding of procurement management, stakeholder management, and outsourcing.

Learning Outcomes, Content and Suggested Assessment Methods

Learning outcome	content	Suggested assessment methods
1. To define and explain the meaning and scope of procurement and Supply	1. Introduction to Procurement and Supply <input type="checkbox"/> Definition of terms used in Procurement and Supply <input type="checkbox"/> The scope of Procurement and Supply <input type="checkbox"/> Principles of Procurement <ul style="list-style-type: none">o Accountabilityo Competitive Supply	<input type="checkbox"/> Individual Class Assignment <input type="checkbox"/> Work-based Assignment.- the scope of procurement and Supply in an organization. <input type="checkbox"/> Continuous Assessment Test <input type="checkbox"/> Final Examination

	<ul style="list-style-type: none"> o Consistency o Effectiveness o Efficiency o Fair Dealing o Integration o Integrity o Informed decision Making o Legality o Responsiveness o Transparency 	
2. Demonstrate understanding of the evolution of procurement and supply	2. Evolution of Procurement and supply <ul style="list-style-type: none"> <input type="checkbox"/> The evolution of procurement and supply <ul style="list-style-type: none"> o Globalization of procurement and Supply <input type="checkbox"/> Role of information technology in procurement and Supply <input type="checkbox"/> Factors contributing to evolution of procurement and Supply <input type="checkbox"/> The future of procurement and Supply 	<ul style="list-style-type: none"> <input type="checkbox"/> Individual Class Assignment <input type="checkbox"/> Work-based Assignment. - Discussion of evolution of procurement and Supply <input type="checkbox"/> Continuous Assessment Test <input type="checkbox"/> Final Examination
3. To highlight the importance of procurement and Supply function in an organization	3. Importance of procurement and Supply function <ul style="list-style-type: none"> <input type="checkbox"/> Role of Procurement and Supply in an organization <input type="checkbox"/> Cost Reduction and efficiency in procurement and Supply <input type="checkbox"/> Impact of procurement and Supply <input type="checkbox"/> The importance of sustainability of supplies in an organization <input type="checkbox"/> The need of Budget professionals <input type="checkbox"/> Role of procurement professionals in the supply chain <input type="checkbox"/> Practice 	<ul style="list-style-type: none"> <input type="checkbox"/> Individual Class Assignment <input type="checkbox"/> Work-based Assignment <input type="checkbox"/> Continuous Assessment Test <input type="checkbox"/> Final Examination

	o Discussions of the benefit of procurement and supply function in an organization	
4. Demonstrate an understanding of the rights of procurement.	Objectives of Procurement <ul style="list-style-type: none"> <input type="checkbox"/> The rights of Procurement <input type="checkbox"/> The concept of value for money <input type="checkbox"/> Total cost of ownership <input type="checkbox"/> Practice o Discussion of the rights of procurement	<input type="checkbox"/> Individual Class Assignment <input type="checkbox"/> Work-based Assignment <input type="checkbox"/> Continuous Assessment Test <input type="checkbox"/> Final Examination
5. To categorize different procurement requirements	Categorization of Procurement <ul style="list-style-type: none"> <input type="checkbox"/> Categorization of Procurement <input type="checkbox"/> The importance of categorizing procurement <input type="checkbox"/> Direct and indirect procurement <input type="checkbox"/> Stock and non-stock procurement <input type="checkbox"/> Capital and operational expenditure <input type="checkbox"/> Segmentation of external expenditure. <input type="checkbox"/> Practice o Discussion of different categorization of procurement	<input type="checkbox"/> Individual Class Assignment <input type="checkbox"/> Work-based Assignment <input type="checkbox"/> Continuous Assessment Test <input type="checkbox"/> Final Examination
6. Demonstrate understanding of the procurement process.	Procurement Process <ul style="list-style-type: none"> <input type="checkbox"/> The need for structured procurement process <input type="checkbox"/> Process of planning for the procurement requirements – goods, services and works <input type="checkbox"/> Purchase requisitioning <input type="checkbox"/> Developing specifications and contractual terms <input type="checkbox"/> Process of supplier's selection and contract award <input type="checkbox"/> Order placement, blanket orders, 	<input type="checkbox"/> Individual Class Assignment <input type="checkbox"/> Work-based Assignment <input type="checkbox"/> Continuous Assessment Test <input type="checkbox"/> Final Examination

	frameworks and call off orders <input type="checkbox"/> Delivery of goods, services and works <input type="checkbox"/> Payment of suppliers <input type="checkbox"/> Contract/suppliers management <input type="checkbox"/> Disposal of surplus, excess or obsolete stock items. <input type="checkbox"/> Practice o Description of the procurement process.	
7. To cope with emerging issues and trends in Procurement and supply	Emerging Issues and trends in procurement and supply <input type="checkbox"/> Emerging Issues and trends in procurement and supply <input type="checkbox"/> Challenges and opportunities posed by the emerging trends and issues in Procurement and Supply <input type="checkbox"/> Coping with and adopting to the emerging issues and trends in procurement and supply <input type="checkbox"/> Practice o Discussion of challenges and opportunities posed by the emerging issues and trends in Procurement and Supply.	<input type="checkbox"/> Individual Class Assignment <input type="checkbox"/> Work-based Assignment <input type="checkbox"/> Continuous Assessment Test <input type="checkbox"/> Final Examination

Suggested Delivery Methods

- ☐ Question and Answer
- ☐ Demonstration
- ☐ Classroom Discussion
- ☐ Collaborating

- ☐ Lecture
- ☐ Debriefing

Recommended Resources

References

1. Baily, P., Farmer, D., Crocker, B., Jessop, D., Jones, D. (2015). Procurement, principles & management (11 th ed.). Harlow, England: Financial Times Press/Pearson Education Ltd.
2. Benton, W.C. (2010). Purchasing and supply chain management (2 nd ed.).New Delhi, India: Tata McGraw-Hill.
3. Crocker, B., Jessop, D., & Morrison, A. (2012). Inbound logistics management: storage and supply of materials for the modern supply chain (7 th ed.). Upper Saddle River, New Jersey: Pearson Education Ltd.
4. Leenders, M., Johnson, P.F., Flynn, A., & Feraon, H. (2015). Purchasing and supply management (15 th ed.). New Delhi, India: Tata McGraw-Hill.
5. Lysons, K. & Farrington, B. (2016). Purchasing and Supply Chain Management (9 th ed.). Upper Saddle River, New Jersey: Pearson Higher Education.