

# Procurement and Supply Operations

## **Course Overview:**

Procurement and Supply Operations is the ideal entry level qualification, aimed at those who are new to the world of procurement and supply.

Upon completion of this program students will build an understanding of the key elements of the supply chain process.

By studying Procurement and Supply Operations, you will be able to establish strong foundations for the rest of your supply chain management career.

It will also enable you to recognize and describe the key processes in procurement and build your professional knowledge and competence.

## **Course Outline:**

### ***Module 1: Procurement and Supply Environments***

- Procurement and supply is to operate in a varied range of environments.
- As well as the public and private sectors, those responsible for the procurement and supply function may find themselves working with those in not-for-profit organisations.
- This module is designed for those who are involved in the procurement and supply function, who must recognise the wider environment in which they work and the impacts that different types of organisations can have on successfully meeting with overall organisational needs.
- They must know the importance of the external environment and also identify the procedures that regulate procurement and supply.

### ***Module 2: Ethical Procurement and Supply***

- The significant impact on reputation and customer perception mean that ethics and responsible procurement should be at the heart of all organisational procurement and supply activity.
- A successful organisation will strive to add value at every stage of its operations and will seek ways to measure and improve performance.
- This module is designed for those responsible for the application of ethical codes of conduct on the procurement and supply operation and who are expected to know how to address potential conflicts of interest.
- They must also define tasks associated with each stage of the sourcing process and identify the techniques available to achieve added value, recognising how operational performance can be measured and improved.

### ***Module 3: Contract Administration***

- In any organisation, a significant element of the procurement and supply function is based around the contracting process.
- This module is designed for those involved in the development and subsequent administration and performance monitoring of contracts.
- To ensure success, such individuals must demonstrate knowledge and comprehension of how to achieve competitive pricing and also how effective tendering is achieved.

### ***Module 4: Team Dynamics and Change***

- Individuals with responsibility for procurement and supply activity are to operate in a range of environments and within a correspondingly broad variety of teams.
- The influence of the individual and that of the team on overall organisational success should not be underestimated.
- Those who work in organisations will, more often than not be expected to cope with change be it small or large, and must therefore understand the triggers that lead to change, the associated responses and methods to ensure and maintain lasting change.
- This module is designed for those who are involved in the procurement and supply function, who must recognise the wider environment in which they work and the impacts that different types of individuals and team dynamics have to play on organisational success.

- They must also identify with need for and responses to change, and recognise the coping mechanisms which ensure and maintain change.

### ***Module 5: Socially Responsible Procurement***

- Company reputation can be severely damaged if the organisation or one of its suppliers, is seen to be neglecting sustainability and corporate social responsibility.
- Similarly, against a background of increasing public and governmental concern for the environment, organisations have come under increasing pressure to reduce the environmental impact of their operations.
- This module is designed for those working in procurement and supply who should recognise the responsibility which they have for ensuring sustainable and socially responsible practices and the importance of the environmental impact of their decisions and approaches.

### ***Module 6: Socially Responsible Warehousing and Distribution***

- Warehousing and distribution are key components of organisational success.
- The transport, storage and handling of products as they move from raw material, through production systems to the final point of sale has been fundamental to economic development for millennia.
- In more recent times, against a background of increasing public and governmental concern for the environment, organisations have come under increasing pressure to reduce the environmental impact of their warehousing and distribution processes.
- Similarly, company reputation can be severely damaged if the organisation or one of its suppliers, is seen to be neglecting sustainability and corporate social responsibility (CSR).
- This module is designed for those working in procurement and supply who have responsibility for product storage and distribution. It takes as its focus the storage and movement of inventory but also recognizes the impact of such operations on environmental sustainability and CSR.

## Please note:

- After completing **Modules 1,2,3 & 4** you will then need to choose one of either **module 5 or 6** to meet content criteria for the examination.  
Modules 5 & 6 are electives.
- You must complete a total of **5 modules** to be eligible for the examination.
- Examination is multiple choice based (*72 questions per module – 2 hours long per module*)
- **ALL** materials/resources/requirements for this program will be provided.