First Steps in Procurement

Finance Training
First Steps in Procurement

• A course developed by Finance Training and Procurement specifically for the University.

• It is not accredited but is an excellent starting point for future studies

• Broadly covers similar content to the CIPS Level 2 course (Certificate in Procurement and Supply Operations)

• Opportunity to experience a course of study in the area of procurement

• Related to the University with opportunities for learning from others in similar roles
First Steps in Procurement

It is suited to those from a number of backgrounds:

• Mature, experienced, staff whose role has been expanded to include purchasing responsibilities

• Facilities staff with no formalised purchasing training.

• School leavers working in an administrative role within a purchasing department.

• People working in purchasing administration but who have never received formal training.

• PAs responsible for everything from purchase of travel and catering, to office stationery and equipment.
Topics covered

- Roles in procurement
- Five rights of procurement
- Stages of the sourcing process
- The supply chain
- Organisation types
- Impact of market conditions
- Contract types
- Dispensation
- Stock control
- Stakeholders
A total of 5 days (plus the final assessment) on the following dates:

<table>
<thead>
<tr>
<th>Class dates</th>
<th>Course Description</th>
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<tbody>
<tr>
<td>16 April 2015</td>
<td>Introduction to procurement and supply principles</td>
</tr>
<tr>
<td>30 April 2015</td>
<td>Market Implications</td>
</tr>
<tr>
<td>14 May 2015</td>
<td>Stock control</td>
</tr>
<tr>
<td>11 June 2015</td>
<td>Contracts and processes</td>
</tr>
<tr>
<td>25 June 2015</td>
<td>Stakeholders and ethical procurement</td>
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Final assessment
06 July 2015
Study commitment

• The number of hours per week that each student will dedicate to the study programme will vary; approximately 2-4 hours per week is the minimum requirement to master the modules and adequately complete the assignments.

• The total study period including assignments is about three months.

• Tutors will prepare participants for the homework assignments and provide guidance and support prior to the final assessment.
Assignments

• There will be five assignments based on the topics covered in the classes.

• The participant will be required to apply the theories and concepts discussed during the session to their own work environment and experiences.

• Participants **do not** need to be employed exclusively in a procurement role in order to complete the course.

• The tutor will mark and provide feedback on all of the assignments. Feedback on progress will be shared with line managers throughout the course.

• The final assessment will be 1.5 hours and consist of multiple choice and short answer, scenario based, questions. The content assessed will be taken from the whole course.
Further progression

Dependant on circumstances it may be possible to progress onto CIPS qualifications following this course.

CIPS is the premier global organisation serving the procurement and supply profession. Dedicated to promoting best practice, CIPS provides a wide range of services for the benefit of members and the wider business community.
Advanced Certificate in Procurement and Supply

- Level 3 CIPS qualification
- Typical job titles:
  - Administrator
  - Assistant buyer
  - Assistant contract officer
  - Contract analyst
  - Stock / inventory controller / planner
- No prior experience required but the First Steps course (or similar) would be a prerequisite for study through the University
- 5 units and 5 assessments (4 multiple choice and one written paper)
Diploma in Procurement and Supply

• Level 4 CIPS qualification
• The highest entry point to the diploma qualifications and requires a minimum of at least two A-levels (or international equivalent) or a CIPS Advanced Certificate qualification
• Typical job titles:
  • Buyer
  • Procurement / purchasing executive
  • Procurement specialist
  • Contract officer
  • Supply chain / inventory / logistics analyst
  • Supply chain / inventory / logistics planner
• 5 units and 5 written exams
Study options

• There are not many providers offering CIPS qualifications locally
  • Self study (books or online packages)
  • Distance learning
  • Blended learning
  • Day release
• We are looking into the various options
• It is an expensive qualification
  • CIPS membership
  • Exam fees
  • Study materials
• Register interest on UTBS so we can get an idea of numbers