

Procurement Management Fundamentals

1. Overview

The purpose of this Workplace Learning Programme (WLP) is to equip participants with foundational knowledge and practical skills required to apply procurement management principles within supply chain environments. The programme focuses on procurement processes, sourcing strategies, purchasing, contract management, negotiations and electronic procurement to support effective organisational performance.

2. Programme Outcome:

- Explain the principles and functions of procurement management within supply chain operations
- Apply strategic procurement practices to support organisational objectives and supply chain performance
- Evaluate procurement processes, sourcing strategies and purchasing decisions in different organisational contexts
- Apply procurement principles to supplier selection, negotiations and contract management
- Assess the impact of inventory, quality, pricing and total cost of ownership on procurement decisions
- Apply electronic procurement and digital technologies to improve procurement efficiency
- Demonstrate ethical and professional procurement practices within organisational environments
- Apply procurement management principles to improve operational effectiveness and value creation

Qualification:

Certificate of Completion

Duration:

4-Months

Programme Type:

Category B – Workplace-Based Learning Programme

Programme ID:

PA0734

NQF Level:

5

Credits:

20

Entry Requirements:

NQF Level 4 qualification (Grade 12/National Senior Certificate or equivalent)

Training Options:

Online - The SLP is delivered through a blended online support model consisting of:

Activity	Duration
Session 1: Introduction to the SLP and Formative Assessment Briefing	2 Hours
Session 2: Formative Assessment Feedback and Consultation Session	1 Hour
Session 3: Contact Session (Content Consolidation and Discussion)	2 Hours
Session 4: Examination Preparation and Revision Session	2 Hours
Total Facilitated Engagement	7 Hours

Participants will also have ongoing access to academic support through the LMS discussion forums throughout the project period.

Minimum Participants Required:

(1) Online & (1) Blended

**A choice of leveraged programmes for any person,
At any level, in any department, of any company, in any industry.**

3. Topics

Module 1: Introduction to Procurement Management

- Procurement management concepts
- The role of procurement in supply chains
- Strategic procurement
- Procurement objectives
- Procurement functions
- Trends in procurement management

Module 2: Procurement Principles and Practices

- Procurement processes
- Sourcing strategies
- Outsourcing decisions
- Inventory considerations
- Quality management
- Pricing and total cost of ownership
- Procurement negotiations

Module 3: Applying Procurement Management

- Procurement planning
- Supplier selection
- Buying situations
- Procurement decision-making
- Ethical procurement practices
- Value creation through procurement

Module 4: Electronic Procurement

- Electronic procurement (e-procurement)
- Procurement technologies
- E-commerce in procurement
- Digital procurement processes
- Benefits and challenges of e-procurement

We trust that the above is in order and look forward to hearing from you for Implementation

Module 5: Contract Management

- Contract management principles
- Types of procurement contracts
- Contract administration
- Supplier performance management
- Contract compliance
- Managing procurement risks

4. Assessments

Participants will be assessed through a combination of practical assignments, procurement case studies, workplace-based applications, procurement planning activities and an integrated summative assessment designed to evaluate the application of procurement management principles in real-world contexts.

Successful participants will receive a certificate of completion.

5. Workplace-Based Learning Programme

This WLP is a fusion of academic learning and practical work. The learning is directly applied to the workplace by using client-based mentors and extensive workplace-based portfolio work and assignments. Apart from the obvious benefits of a workplace directed qualification, each WLP qualifies for recognition as a Category B Skills Programme in the Learning Matrix of the Amended BEE codes, which allows for the salaries of participants to be recognized as part of the Skills Development Expenditure.

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