



IIPMM

THE PROCUREMENT AND
SUPPLY MANAGEMENT INSTITUTE

Syllabus
for
Certificate Award in
Introduction to Public Procurement

by

**The Irish Institute of Purchasing and Materials Management
(IIPMM)**

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1. Introduction

This programme is part of our successful education syllabus devised by the Institute and accredited by the Quality and Qualifications Ireland (QQI). The Certificate is an accredited minor award at Level 6 on the National Framework of Qualifications (NFQ). It is an integrated programme on the NFQ that provides progression towards the Higher Certificate, Ordinary and Honours Degree programmes and beyond with the IIPMM and other Third Level Providers. It is also the basis for professional recognition by the IIPMM.

It is designed with the busy professional in mind and provide the key skills needed by purchasing professionals delivered in a way that suits the demands placed on adult learners.

The purchasing and supply profession needs to ensure that it is recognised as a key business function and that membership of the Irish Institute of Purchasing and Materials Management should be a pre-requisite for all purchasing professionals. This programme provides a platform to achieve this. This award leads to Associate Membership of the Institute (the stepping stone to full membership).

Entry Requirements

General Entry

For entry to this minor award programme a candidate must:

- Be at least 18 years of age
- Have some experience in procurement or supply in the private or public sectors

And

- Have five passes in the Leaving Certificate including Mathematics and English or an equivalent educational standard.

Mature Entry

The Institute operates an open access policy in respect of its education programmes and the minor awards are particularly suitable for mature learners who wish to return to education.

Mature candidates are defined as 21 years of age and upwards. For mature entry a candidate must:

- Be at least 21 years of age
- Have some experience in procurement or supply in the private or public sectors

The Institute reserves the right to interview candidates to assess their suitability for the programme and will not admit candidates who do not meet the entry requirements.

The annual entry is not limited by numbers or quota as it is the Institute's policy to promote educational and professional development in procurement and supply management

2. Aims and Objectives of the Programmes

The overall aim of the programme is to provide learners with basic knowledge and competencies in purchasing, supply and, public procurement. This foundation programme is designed to provide learners with the skills necessary to contribute to the organisation and to foster a culture of life-long learning.

The aims and objectives of the award are as follows:

Level 6, Certificate in Public Procurement

The module is broken into 3 units. There is a requirement for all units to be completed for the award of 30 credits. The aims of this certificate award are to develop the fundamental skills that are required to develop a professional and competent procurement in the public sector. The blend of modules include; Economics; Principles of Procurement and a new level 6 module, Principles of Public Sector Procurement. There will be an emphasis on learning and practical analytical skills and techniques, which can be applied in the participants work environment. The aims of this certificate award are:

- To provide learners with a working knowledge of leading edge thinking in the area of economics, purchasing and public sector procurement
- To develop in learners an understanding of the organisational and management issues involved in Public Sector Procurement.
- To enable learners to demonstrate a knowledge base of Public Sector Procurement.
- To enable learners to demonstrate that they are capable of managing and communicating with their relevant stakeholders in the public sector procurement process

3. Programme Structure and Content

3.1 Programme Background

The programme is delivered on a modular basis normally over one academic term. The structure and content of the programme draws on the Institute's existing accredited education programmes. The Institute will draw on extensive experience in the delivery of education programmes over the last thirty five years to

adult learners. The intake on this programme will be adult learners both in employment and those unemployed, the programme will be delivered on a distance learning basis. The academic environment of the Institute's learners will be a combination of structured learning and formal and informal experiential learning in the learners work experience.

The combination of learning environments will facilitate the blending of both theory and practice to produce a strong learning experience. This will ensure that practical experience is placed in an academic context that enables the learner to obtain maximum benefits from the programme.

The programme is intended to develop a creative and scientific approach to procurement and supply management. The aim is to equip the learners with an fundamental skills that will benefit the learner and demonstrate to employers and prospective employers that they have achieved a level of educational award that will benefit the organisation.

3.2 Philosophy of Teaching and Learning Methodologies

Central to the design of this programme is a learning philosophy that places learners in control as active managers of their own learning, i.e., an approach that actively sets out to foster learning goals in participants.

The programme will:

- 1) take a holistic and problem-based approach to learning;
- 2) place the focus on learning instead of teaching – participants will be actively encouraged to find applications of knowledge in the workplace;
- 3) foster the ability to communicate and to co-operate internally, and with the external world of the customer;
- 4) provide a challenging learning environment where initiative and creativity will be fostered;
- 5) improve the ability of participants to deal with and to be leaders of change;
- 6) emphasise the importance of the public/private sector interface.
- 7) Provide foundation skills that will enhance the individuals access to employment opportunities

The programme will be offered on a distance-learning basis and, the teaching learning methodologies are based on the principles of adult education of affirming and building on what the learner already knows and has experienced. Candidates may come to the programme with some work experience as a foundation.

3.3 Exit Routes, ACCS, and employment potential

Exit routes

The programme is based in our Higher Certificate in Business, Procurement programme and a key exit route for learners would be this programme. The modules

are part of the above programme and therefore, would provide exemptions for learners who wish to proceed to higher levels of learning.

Transfer Arrangements

Given the amount of general business included in the modules they would provide a basis for exits to other business related programmes.

Employment potential for learners

The programme will provide learners with the essential skills and practical experience to develop their career potential and contribute to the development of their organisations and the procurement and supply management profession. In the current environment, we believe that fundamentals skills are required to ensure that all employees are able to contribute to the development and survival of the organisations. In addition, the unemployed need to have access to affordable education that will equip them to transfer into new areas or develop skills to seek reemployment in the area of procurement and supply management. We believe that these certificate awards will help achieve these aims.

3.4 Programme Delivery

On-line tutor support

The Institute provides formal on-line access to the distance learning tutors during the academic year. This on-line support will consist of additional material provided by the tutor, topic based web forums, on-line tutorial sessions and one on one tutoring. The learners will also have continuous on-line access to tutors during the academic year.

Distance learning induction seminars

The session will cover the broad challenges that learners will face along with a review of each module and the critical factors that will influence the learners success. The seminar presenters will be experienced distance learning tutors. At level 7 and level 8 the seminars will include more focus on learner experience and, feedback on the distance learning process will be an important feature at these levels. These seminars will be held at the beginning of the academic year prior to the commencement of the distance learning tutorials.

Total Student Effort Hours	Level 6 Public Procurement Stage: Award 3 Modules 35 Credits
Tutorials	48
On-line tutor support	16
Distance learning induction seminar	8
Module induction seminar	8
Mid-term progress seminar	8
Assessment techniques seminar	8

Revision seminar	24
Total Contact Hours	120
Module Assignments	120
Learner Reflections	160
Independent Study	200
Total Independent Learning Hours	480
Total Student Effort Per Stage	600

Table One: Distance Learning Delivery – Total Student Effort
Source: IIPMM

3.5 Modular and credits distribution

The programmes award credits are distributed as follows:

Level 6 Certificate award Certificate in Public Procurement	
Module Title	Credit
Economics	10
Principles of Procurement	10
Fundamentals of Public Procurement	10
Award Credits	30

Table Two: Modular and Credits Distribution Source: IIPMM

4. Assessments

The programme is based on the principles of applied learning whereby the learner will integrate their academic studies with their role within the organisation. The mix of assessment methods will reflect this approach. Current thinking in adult education supports the view that assessment is an integrated part of the learning cycle. This is reinforced by:

- setting and discussing clear assessment criteria and a marking scheme for each assessment type
- linking module learning outcomes to assessments
- using sample assessments, model answers and, marking schemes

Learner feedback will be given where appropriate to the assessment method in a supportive and encouraging way. This will enhance motivation as well as encouraging reflection on the learning experience.

Assessment is an integral part of the learning and teaching process. It is a positive activity, which contributes to and enhances learner development and progression. The programme will use a balanced range of assessment techniques.

The assessment methods aim to:

- enhance learning and progression
- provide evidence of learner performance by offering opportunities for learners to demonstrate their knowledge, understanding and skills (cognitive and practical)
- supports the development of learners key transferable skills
- through assignments, assist and enhance learning via feedback and support
- enable learners to relate their academic studies to their work environments and roles.

The choice of assessment methods for each module will reflect the stated objectives and the learning outcomes and the teaching methods employed. The assessment instruments will include:

- Module Assignment
- Terminal Examination
- Learner Reflection

8. Certificate in Public Procurement

Module Title	
Principles Public Sector Procurement	
Module Code	HC012
Stage	Award
Credit Rating	10
Pre-Requisite	None
Co-Requisite	N/a
Contact Hours	20
Module Aims:	
(a) To develop learners understanding of the fundamentals of procurement in the public sector	
(b) To provide a legislative framework in which public sector procurement operates	
Learning Outcomes:	
<ul style="list-style-type: none">• Learners will understand the concepts upon which public sector procurement is organised.• Learners will be able to describe the National and EU legislative frameworks which apply to the public sector.• Learners will be able to describe and apply basic public procurement techniques and processes used in the tendering, awarding and debriefing associated with awarding public sector contracts.• Learners will be able to understand the procurement cycle in the public sector and the associated documents, procedures and systems	
Indicative Syllabus	
<u>Introduction</u>	
<p>This module considers the different environments within which public procurement operates and the impact this has on procurement and supply operations in the Public sector. The emphasis is on developing an understanding of the principles underpinning good procurement practice and to provide the learner with the basic skills to operate in what is a very tightly regulated environment.</p> <p>Given the ongoing developments in this area and the increasing levels of control, a professional approach to procurement is not only warranted by essential in these times. This module sets out to provide the foundations of a professional approach to public sector procurement.</p>	

<u>Public Procurement</u>	25%
Overview procurement in the public sector; documentation and reporting; openness, equity, and transparency in the procurement cycle; market analysis; centralised vs. decentralised procurement; procurement consortia in the public sector; competition, fairness; ethical issues; overview of government expenditure in Ireland / public private partnerships.	
<u>Legislation</u>	25%
The EU institutions and trade bodies; EU directives: When do they apply and to whom? / EU directives: History, rationale, rules, operation, implications, opportunities and difficulties / European Public Procurement Directives (works services supplies) (Categories of purchase government and utilities); National legislation and procurement guidelines (gold book).	
<u>Competitive Procurement</u>	25%
Tendering procedures; request for proposal (RFP); contract award; planning of requirements; specifications; quality Assurance; contracting for goods and services; capital equipment; cross functional teams; debriefing	
<u>Operational Procurement</u>	25%
Effective contract management; contracting for services; contract administration; roles of the procurement agency; services provided ; developments in procurement organisations; e-Procurement; project management in the Public Sector; procurement and supply in the private sector	
Assessment:	
Module assignment	20%
Learner Reflection	10%
Terminal Exam	70%
<u>Core Reading</u>	
<i>Davis P, (2013) Principles of Public Sector Procurement, IIPMM</i>	
<i>Public Procurement (Gold Book), Government Publications</i>	
<u>Recommended Reading</u>	
<i>World Class Supply Management. Burt, Dobler & Starling. 7th Edition (McGraw Hill)</i>	
<i>Purchasing Principles & Management, Baily Farmer Jessop & Jones, 8th Edition (Financial Times / Pitman</i>	
Date of Last Revision:	June 2016

Module Title	
Economics	
Module Code	HC002
Stage	Award 1
Credit Rating	10
Pre-Requisite	N/a
Co-Requisite	N/a
Contact Hours	20
Module Aims:	
(a) To provide learners with an understanding of micro and macro-economic theory.	
(b) To provide learners with a sound economic focus for their studies.	
Learning Outcomes:	
<ul style="list-style-type: none"> • Learners will be able to demonstrate an understanding of economic theory • Learners will be able to discuss and illustrate the key principles of micro economic theory. • Learners will be able to discuss and illustrate the key principles of macroeconomic theory. • Learners will be able to demonstrate an understanding of the role of economic theory and its effects on the organisation. 	
Indicative Syllabus:	
<u>Introduction</u>	
It is important that learners understand the basic principles and assumptions on which economic theory is based. This module is designed to place the economic environment as an important backdrop in which all organisations must operate and provide learners with a framework of reference for both their studies and work environment.	
<u>Micro Economic Theory</u>	
Introduction to Economics	10%
Definition of economics; national economic objectives; economic policy; needs; choices; scarcity; definitions of micro- and macro-economics	
Determination of price	25%
Demand – change in demand, the effect of changes in demand variables, supply – change in supply, effect on supply of changes in supply variables, equilibrium price theory.	
Elasticity, Demand and Utility	25%
Basic elasticity of supply and demand, definition and understanding of marginal utility and the law of diminishing marginal utility, Factors and principles of production, cost of production, competition - perfect, imperfect and monopoly.	

<u>Macro-Economic Theory</u>	
National income	10%
Methods of calculation employed in social accounting and the contributions of the different sectors, fiscal and monetary policy, analysis of both as instruments of economic policy, unemployment and inflation Explanation of data on, theories and solutions.	
European Monetary Union and the EURO	10%
Economic Union, Monetary Union; History of European Monetary Union (EMU); Monetary Policy in the EMU; The EURO; benefits and Costs of Monetary Union;	
International trade and exchange rates	20%
Balance of trade, balance of payments, terms of trade, free trade and protectionism, trade blocs, determination of rates of exchange, State involvement in business, taxation objectives, purpose and function, income tax.	
Assessment:	
Module assignment	30%
Learner Reflection	0%
Terminal Exam	70%
<u>Core Reading</u>	
McCarthy , Spencer , (2002) <i>Modern Economics for Irish Students, Mentor Books</i>	
(2013) <i>Economics, IIPMM</i>	
<u>Recommended Reading</u>	
McAleese D, (2007) <i>Economics for Business, FT Prentice Hall</i>	
Sloman J, (2006) <i>Economics 6th ed, FT Prentice Hall</i>	
Date of Last Revision:	June 2016

Module Title	
Principles of Procurement	
Module Code	HC005
Stage	Award 1
Credit Rating	10
Pre-Requisite	N/a
Co-Requisite	N/a
Contact Hours	20
Module Aims	
(a) To provide learners with an understanding of the principles underlying procurement.	
(b) To develop in learners an understanding of the role that procurement plays in an organisation.	
Learning Outcomes	
<ul style="list-style-type: none"> • Learners will be able to demonstrate an understanding of the principles underlying materials requirements. • Learners will be able to describe the key factors in materials analysis and costing requirements. • Learners will be able to analyse the principles underlying supply requirements. • Learners will be able to analyse the key factors in providing and supplying requirements. 	
Indicative Syllabus	
<u>Introduction</u>	
Procurement and supply is now seen as a value-adding activity, able to make a significant contribution to the profitability of the organisation. This module provides the learner with an introduction to the management of supplies in the organisation. It provides an overview of the nature, scope and content of the professional procurement task.	
<u>Materials Requirements</u>	
Analysing Requirements	25%
Main characteristics of specifications; performance and conformance specifications; specifying good and services; service level agreements (SLAs); managing quality; quality control and quality assurance; the customer service imperative.	
Costing Requirements	20%
Capital and revenue procurement techniques; Tendering procedures; EU Procurement Directives; quotation analysis; e-sourcing / e-procurement.	
<u>Supply Requirements</u>	
Providing Requirements	25%
The sourcing stages; the good supplier; sourcing policy decision areas; supplier appraisal / evaluation; ethical sourcing and trading; the negotiation process; introduction to commercial relationships.	

Supplying Requirements 20%
 Standardisation and variety reduction; value analysis and value engineering; total acquisition cost (TAC); methods of reducing TAC; dependent and independent demand; materials requirements planning; enterprise resource planning; e-procurement models and benefits.etc.

Quality Management 10%
 Approaches to quality management; business process re-engineering (BPR); organising for quality; benchmarking; quality management systems; international standards – ISO; quality circles; managing the quality of services. The role of innovation in the development of procurement and supply chain management.

Assessment:

Module assignment	20%
Learner Reflection	10%
Terminal Exam	70%

Core Reading

Lysons K, Farrington B, (2012) *Purchasing and Supply Chain Management, 8th ed, FT Prentice Hall*

Dempsey O, (editor) (2013) *Principles of Procurement, IIPMM*

Recommended Reading

Burt D, Dobler D, Starling S, (2003) *World Class Supply Management: The Key to Supply Chain Management 7th ed, McGraw Hill/Irwin*

Arnold T, Chapman S, (2007) *Introduction to Materials Management, Prentice Hall*

Harrison, Van Hoek, (2007) *Logistics Management Strategy: Competing Through the Supply Chain. 3rd Ed. FT Prentice Hall*

Date of Last Revision:

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