|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Title: | | **Understanding procurement and supplier management in the workplace** | | |
| Level: | | **3** | | |
| Credit value: | | **2** | | |
| Unit guided learning hours | | **7** | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand procurement in own organisation | | | 1.1  1.2  1.3  1.4  1.5 | Explain procurement procedures in own organisation  Describe how procurement requirements can be identified and validated  Identify typical purchases in own area of responsibility  Describe supply chain in own organisation  Describe types of specifications used in the organisation |
| 1. Understand how specialists and suppliers are identified and managed in own organisation | | | 2.1  2.2 | List specialists and suppliers used by own organisation and explain how these specialists and suppliers are selected  Explain how the performance of specialists and suppliers is monitored and how continuous improvement is encouraged |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop knowledge and understanding of procurement and supplier management. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to Facilities Management 2008 NOS: FM314, FM326 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Asset Skills | |
| Equivalencies agreed for the unit (if required) | | | M3.43 - Understanding procurement and supplier management in the workplace | |
| Location of the unit within the subject/sector classification system | | | 15.3 – Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Procurement procedures (for example policy, budgetary control, contracted-out provision, requisitioning and placing orders, CAPEX purchases, managing contracts, terms and conditions, authority level, payment terms) * Identify sources of supply and procurement needs (for example stock checks, demand analysis, service level agreements, buy, lease or rent decisions, collaborative and bulk buying) * Awareness of relevant legislative and ethical compliance issues (for example Sale of Goods Act, Late Payment of Debts Act, Transfer of Undertakings [TUPE], contract law, fair and honest dealings in supply chain, minimising risk of social exploitation, public procurement rules) * Specifications (input, output and function) * Examples of typical facilities management procurement activities (for example researching goods and services, writing and preparing tenders and specifications, placing contracts and orders, inventory management and managing deliveries and storage) * Examples of typical facilities management purchases (for example consumables, office furniture and equipment, utilities, courier services, cleaning materials and catering supplies, protective clothing) * Examples of supply chains (for example E-procurement, single service providers, Private Finance Initiatives [PFI], Public Private Partnerships [PPP], Corporate Social Responsibility aspects and transparency. Sector supply chains [education, NHS]) | | | |
| 2 | * Range of specialists and suppliers in facilities management sector and organisations (for example contract cleaning, security, IT and telecoms, vehicle fleets, maintenance and repair, catering and consumables, HEVAC and electrical services, grounds maintenance) * Selection and appointment processes (for example sustainable procurement, competitive and fixed price tendering, pre-qualification questionnaires [PPQ], approved suppliers) * Performance and monitoring of suppliers and specialists working with organisations (for example writing and managing Service Level Agreements, setting and monitoring Key Performance Indicators [KPIs], contract management, internal and third party audits to ensure continuous improvement | | | |