

LOG211 Procurement Operations

Level: 2

Credit Units: 5 Credit Units

Language: ENGLISH

Presentation Pattern: EVERY JULY

Synopsis:

LOG211 Procurement Operations covers fundamental topics in the handling of daily procurement transactions, which include administration of orders, deliveries, logistics and complaints. This course aims to enable students to perform a range of technical works with autonomy. Further, by using problem solving and analytical skills, students will be able to align the direction of procurement operations with organizational policies and processes. Ultimately, this course prepares students for taking a position accountable for organizational resource management and people development in the procurement operations team.

Topics:

- Procurement objectives, policies and procedures
- Procurement process (P2P cycle)
- Improving the procurement process
- Tendering
- Specifying requirements
- Relevant stakeholders of procurement operations
- External factors for procurement and supply operations
- Data analysis for effective administration
- Public Sector Procurement
- Request for Quote (RFQ), Request for Proposal (RFP) and Service Level Agreements (SLAs)
- E-procurement system
- Best practices and case studies

Textbooks:

Bailey, P., Farmer, D. Crocker, B., Jessop, D., Jones, D.: Procurement Principles and Management (e-book) Pearson Education Limited
ISBN-13: 9781292016030

Learning Outcome:

- Outline the processes and executions of procurement operations to minimise lapses and non-compliance with organisations' procurement policies.
- Apply root cause analysis to investigate and rectify lapses and non-compliances.
- Analyse the impact of changes in procurement policies and processes on procurement operations efficiency, effectiveness and control.
- Examine procurement requirements of relevant stakeholders to the procurement operations to manage their expectations.
- Recognise the areas of improvement in procurement operations processes.
- Develop reporting structure within procurement operations on performance.
- Appraise the execution of procurement operations to assess the accuracy and consistency with policies and processes.
- Execute continuous procurement operations improvement initiatives to streamline processes and to reduce fraud, waste and errors.
- Explain the role of procurement operations to relevant stakeholders.

Assessment Strategies (Evening Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PRE-COURSE QUIZ 1	2
	PRE-CLASS QUIZ 1	2
	PRE-CLASS QUIZ 2	2
	PARTICIPATION 1	6
	TUTOR-MARKED ASSIGNMENT 1	18
	GROUP BASED ASSIGNMENT 1	20
Overall Examinable Components	Written Exam	50
Total		100