



Syllabus

for

Certificate Awards in:

Purchasing Fundamentals;

Warehousing and Supply and,

Introduction to Public Procurement

by

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

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1. Introduction

These programmes are part of our successful education syllabus devised by the Institute and accredited by the Higher Education and Training Awards Council (HETAC). The Certificates are accredited minor awards at Level 6 on the National Framework of Qualifications (NFQ). They are integrated programmes on the NFQ that provide 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.

They are 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. These programmes provide a platform to achieve this. Both awards lead to Associate Membership of the Institute (the stepping stone to full membership).

Entry Requirements

General Entry

For entry to these minor award programmes 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 these 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 programmes are to provide learners with basic knowledge and competencies in purchasing, supply and, public procurement. These foundation programmes are 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 each certificate award are as follows:

Level 6, Certificate in Purchasing Fundamentals

The module is broken into 3 units consisting of Business Organisation and Information Technology: Principles of Procurement and, Purchasing and the Commercial Environment. This blend of modules provides a grounding in the basics of organisation theory and the principles of procurement theory and practice. There is a requirement for all units to be completed for the award of 30 credits. 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 enable learners to demonstrate a basic understanding of how businesses organise themselves to compete in the commercial environment
- To develop in learners an understanding of the role that Information Technology plays in the modern organisation
- To enable learners to demonstrate a basic understanding of the principles that govern purchasing and the role that those principles play in purchasing
- To enable learners to demonstrate a basic understanding of the role that purchasing plays in the wider organisational and business environment

Level 6 Certificate in Warehousing and Supply

The module is broken into 3 units consisting of Introduction to Supply; Storage and Distribution and Commercial Relationships. The blend of modules is designed to focus on the development of specific skills and abilities in the distribution and supply sector. There is a requirement for all units to be completed for the award of 35 credits. 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 enable learners to demonstrate a basic understanding of how supply chains function in the modern business environment
- To allow learners to understand the role and function of warehousing in the supply chain
- To enable learners to demonstrate a basic knowledge of how businesses interact within the commercial environment
- To develop in learners an understanding of the key role that warehousing and supply plays in the business environment

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 blends 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 programmes will be 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 programmes 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 programmes 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

These programmes are 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.

ACCS

In line with HETAC ACCS policy, the individual programme modules may be undertaken on a stand-alone basis thereby allowing learners to accumulate credits towards the certificate awards, whilst developing competency in specific aspects of procurement and supply.

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

Distance Learning Delivery

The Institute will offer these certificate awards on a Distance Learning Basis. This mode of delivery will include the same induction, assessment techniques, mid-term review and revision seminars, along with monthly module tutorials and on-line support that is currently provided for our Higher Certificate in Business, Procurement.

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 Purchasing Fundamentals Stage: Award 3 Modules 30 Credits	Level 6 Warehousing and Distribution Stage: Award 3 Modules 35 Credits	Level 6 Public Procurement Stage: Award 3 Modules 35 Credits
Tutorials	48	62	48
On-line tutor support	16	20	16
Distance learning induction seminar	8	8	8
Module induction seminar	8	8	8
Mid-term progress seminar	8	8	8
Assessment techniques seminar	8	8	8
Revision seminar	24	26	24
Total Contact Hours	120	140	120
Module Assignments	120	140	120
Learner Reflections	160	185	160
Independent Study	200	235	200
Total Independent Learning Hours	480	560	480
Total Student Effort Per Stage	600	700	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 Purchasing Fundamentals	
Module Title	Credit
Business Organisation and Information Technology	10
Principles of Procurement	10
Purchasing and the Commercial Environment	10
Award Credits	30
Level 6 Certificate award Certificate in Warehousing and Distribution	
Module Title	Credit
Introduction to Supply	10
Storage and Distribution	10
Commercial Relationships	15
Award Credits	35

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

6. Certificate in Purchasing Fundamentals Modules

Module Title	
Business Organisation and Information Technology	
Module Code	HC003
Stage	Award
Credit Rating	10
Pre-Requisite	N/a
Co-Requisite	N/a
Contact Hours	40
Module Aims:	
(a) To develop in learners a capacity for recognising how structure is vital to ensure that an organisation continues to meet the needs of its environment and continues to survive.	
(b) To develop an understanding of the role and impact of Information Technology in the business organisation	
Learning Outcomes:	
<ul style="list-style-type: none">• Learners will be able to describe the principal types of organisations and organisation structures and, the factors that affect organisational design. (MA,Exam)• Learners will be able to describe the fundamental principles of organisational development and change. (MA,Exam)• Learners will be able to describe the keys areas of information systems technology and role of the management of information in business and procurement (MA,Exam)	
Indicative Syllabus:	
<u>Introduction</u>	
Organisations must continually change in order to anticipate and respond to the needs of their customers and their other stakeholders. The ability to manage an organisation and its processes effectively is essential to organisational survival and improved performance. An important aspect of organisations is information systems and information management. All organisations must ensure that their information systems policies support and compliment the organisation and its structures. Purchasing professionals must be aware of this within their own activity and the interrelationship of all business activities with purchasing and supply. This module gives the learner an understanding of how organisations are structured and function to best fit with their environment and the role and impact of information systems on the organisation.	

Organisation Structure and Design

Types of Organisation 20%
What is an organisation? Reasons why organisations exist; organisations in the private sector; organisations in the public and “not for profit” sectors; organisational Stakeholders; the functional relationships of purchasing.

Organisation Structures 20%
Classical, modern and post-modern organisational configurations; evolution of organisational structures; line, staff and functional relationships; span of control; centralisation vs. decentralisation; inter-organisational structures including shared services.

Factors Affecting Organisational Design 20%
Influence of the external environment on organisational structure and design; organisational classifications; the use of technology; the life cycle concept; power and authority: mission, goals, aims and objectives; outsourcing / insourcing.

Information Systems and Information Technology

Information Systems 20%
Introduction to information systems and their underlying technologies, computer hardware, software, database, and networking technologies; internet and World Wide Web technologies; using information systems for electronic business, decision making, and business integration; managing information systems; managing the development and purchase of information systems; and managing security, disaster recovery, and data retention; information systems and the field of information technology.

Managing Information and Procurement Systems 20%
The role of IT in purchasing and supply management; Management of information flows and issues of performance and planning. Organisational structure and information systems.

Assessment:

Module assignment	30%
Learner Reflection	0%
Terminal Exam	70%

Core Reading

Mullins W, (2007) *Management & Organisational Behaviour 8th ed, Financial Times Management*

Malaga R, (2003) *Information Systems Technology, Prentice Hall*

Dempsey, O (editor) (2005) *Organisation & Management, IIPMM*

Recommended Reading

Kehoe, M (2008) *Make that Grade Organisational Behaviour*, Gill and Macmillan

Buchanan D, Huczynski A, (2004) *Organisational Behaviour: An Introductory Text* 5th ed, Hyperion Books

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

Date of Last Revision:

January 2008

Module Title	
Principles of Procurement	
Module Code	HC005
Stage	Award
Credit Rating	10
Pre-Requisite	N/a
Co-Requisite	N/a
Contact Hours	40
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. (MA,LR) • Learners will be able to recognise and describe the key factors in materials analysis and costing requirements. (MA,Exam) • Learners will be able to recognise and describe the principles underlying supply requirements. (MA,LR) • Learners will be able to recognise and describe the key factors in providing and supplying requirements. (MA, Exam) 	
Indicative Syllabus	
<u>Introduction</u>	
<p>Purchasing 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.</p>	
<u>Materials Requirements</u>	
Analysing Requirements	25%
<p>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.</p>	

<u>Costing Requirements</u>	20%
Capital and revenue purchasing techniques; Tendering procedures; EU Procurement Directives; quotation analysis; e-sourcing / e-purchasing.	
<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-purchasing models and benefits etc.	
<u>Quality Management</u>	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.	
Assessment:	
Module assignment	30%
Learner Reflection	20%
Terminal Exam	50%
<u>Core Reading</u>	
Lysons K, Farrington B, (2006) <i>Purchasing and Supply Chain Management</i> , 7 th ed, FT Prentice Hall	
Dempsey O, (editor) (2005) <i>Principles of Procurement</i> , IIPMM	
<u>Recommended Reading</u>	
Burt D, Dobler D, Starling S, (2003) <i>World Class Supply Management: The Key to Supply Chain Management</i> 7 th ed, McGraw Hill/Irwin	
Arnold T, Chapman S, (2007) <i>Introduction to Materials Management</i> , Prentice Hall	
Date of Last Revision:	January 2008

Module Title**Purchasing and the Commercial Environment****Module Code** HC006**Stage** Award**Credit Rating** 10**Pre-Requisite** N/a**Co-Requisite** N/a**Contact Hours** 40**Module Aims:**

- (a) To provide learners with an understanding of purchasing and the commercial environment of an organisation
- (b) To provide learners with an understanding of the organisational and management issues involved in matching the demands of the commercial environment and the role of procurement and supply in that process.
- (c) To provide a framework for integrating business analysis of an organisation with the role of purchasing and supply

Learning Outcomes:

- Learners will be able to describe the current issues in the near and far environments. (MA,Exam)
- Learners will be able to explain the commercial environmental issues for their organisation using relevant models. (MA,LR)
- Learners will be able to explain the impact of technology and trends in purchasing and supply on their organisation. (MA,LR)
- Learners will be able to outline an organisations corporate responsibility, and the ethical role of purchasing. (MA,Exam)

Indicative Syllabus:Introduction

As the global economy becomes more integrated, purchasing and supply professionals must be able to recognise these changes, identify their impacts on supply matters and know how to respond in the interests of their organisations. This module provides learners with an understanding of the current issues impacting on the competitive position of the organisation and introduces them to professional purchasing principles and practices.

The Commercial World

The Commercial Environment

20%

Introduction to the commercial environment; internal and external aspects; external factors impacting on purchasing and supply; local versus global supply.

<p><u>The Purchasing Operation</u> 20% Purchasing and organisational variables; purchasing and the product variables; the purchasing cycle; purchasing procedures; the basis of a contract; purchasing documentation and automation.</p> <p><u>Purchasing and Supply in the Business Environment</u></p> <p>Purchasing and Supply Environment 20% The scope and role of purchasing and supply within the organisation; the contribution of purchasing to profitability; the value chain concept; purchasing and cost reduction; purchasing and inter-functional relationships.</p> <p>Purchasing and Supply Activities 20% The evolution of professional purchasing; the contribution of purchasing to the achievement of organisational objectives; corporate responsibility and the purchasing environment; the procurement role in dealing with natural environment issues and ethics.</p> <p>Purchasing and Supply Objectives 20% The “5 Rights”, to acquire the right quality of material, at the right time, in the right quantity, from the right source and at the right price.</p>	
<p>Assessment:</p> <p>Module assignment 30%</p> <p>Learner Reflection 20%</p> <p>Terminal Exam 50%</p>	
<p><u>Core Reading</u></p> <p>Worthington , Britton , (2006) <i>The Business Environment, 5th Edition, FT Prentice Hall</i></p> <p>Dempsey O, (editor) (2005), <i>Purchasing and the Commercial Environment, IIPMM</i></p> <p><u>Recommended Reading</u></p> <p>Clarke A, (2000) <i>Organisations, Competition and the Business Environment, FT Prentice Hall</i></p> <p>Burt D, Dobler D, Starling S, (2003) <i>World Class Supply Management: The Key to Supply Chain Management 7th ed, McGraw Hill/Irwin</i></p>	
<p>Date of Last Revision:</p>	<p>January 2008</p>

7. Certificate in Warehousing and Supply Modules

Module Title	
Introduction to Supply Chain	
Module Code	HC009
Stage	Award
Credit Rating	10
Pre-Requisite	N/a
Co-Requisite	N/a
Contact Hours:	40
Module Aims:	
<p>(a) To provide learners with an understanding of the role of the supply management function within an organisation.</p> <p>(b) To provide learners with an understanding of the overall impact supply management has on all aspects of the business.</p>	
Learning Outcomes:	
<ul style="list-style-type: none"> • Learners will be able to describe the supply chain models as they affect both the internal and external elements of the supply chain. (MA,Exam) • Learners will be able to describe the planning, organising and controlling of resources needed to improve quality, efficiency and costs, of both product and service operations. (MA,Exam) • Learners will be able to analyse the factors that influence supply chain network structure, supply management business processes and decisions. (MA,LR) • Learners will be able to recognise the interaction between supply management and other functional areas of business (MA,LR) 	
Indicative Syllabus:	
<p><u>Introduction</u></p> <p>Purchasing and supply can make a significant contribution to the profitability of the organisation. Private and public sector organisations are turning to professional supply chain measures and processes to reduce costs and utilise internal resources more efficiently. In this environment it is important that purchasing and supply professionals develop and promote their activities as critical to satisfying the end customer and organisational success. This module provides the learner with an introduction to the management of supplies in the organisation.</p>	

Introduction to Supply Chain Logistics

Organisation of Supply Chain Management 25%
Organising for effective purchasing; introduction to supply chain, history, supply chain models, organisational structure and the supply chain; ordering procedures – the purchasing cycle; customers; organisational and professional ethics. vendor rating.

Logistics in the Supply Chain 25%
Physical management of inventory; determination of inventory holding policy; operation and location of stores facilities; inventory location, layout and internal movement of goods; coding systems; electronic communications in stores; stocktaking procedures; transport and transport systems; INCOTERMS; physical distribution management (PDM).

Materials Management and the Supply Chain

Materials Management Concepts 25%
The supply chain concept; supply chain and logistics; defining inventory; inventory policies and influences; inventory valuation and pricing; inventory costs; economic order quantity (EOQ); reducing inventory costs; inventory management and control systems.

Supply and Materials Management in Different Environments 25%
Supply, and materials in the primary, secondary and tertiary sectors; categorisation of resource needs - raw materials; MRO; capital goods; resale goods and services; lean supply; achieving a lean supply chain.

Assessment:

Module assignment	30%
Learner Reflection	20%
Terminal Exam	50%

Core Reading

Van Weele A, (2008) *Purchasing and Supply Chain Management 4th ed*, CENGAGE Lrng Business Press

(2008) *Introduction to Supply Chain*, IIPMM

Recommended Reading

Lysons K, Farrington B, (2006) *Purchasing and Supply Chain Management, 7th ed*, FT Prentice Hall

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

Date of Last Revision:

January 2008

Module Title	
Storage and Distribution	
Module Code	HC010
Stage:	Award 1
Credit Rating:	15
Pre-Requisite:	N/a
Co-Requisite:	N/a
Contact Hours:	60
Module Aims:	
<p>(a) To provide learners with an understanding of all elements of the storage and distribution function.</p> <p>(b) To develop in learners a capacity to consider how storage and distribution of goods can add value at both a national and global level.</p>	
Learning Outcomes:	
<ul style="list-style-type: none"> • Learners will be able describe the principle techniques used in the storage and transportation of physical stocks. (MA,Exam) • Learners will be able to describe and apply a fundamental knowledge of storage and distribution principles and practices, and demonstrate an ability to apply that knowledge in a variety of organisations. (MA,LR) • Learners will be able to evaluate the strategic factors affecting the choice of storage and distribution networks used in the supply chain and demonstrate a comprehension of the legal aspects of storage and transportation of materials. (MA,Exam) • Learners will be able to evaluate and assess the factors affecting warehouse design and the control of physical distribution (MA,LR) • Learners will be able to apply the main techniques used in the warehousing and storage of goods to satisfy organisational and statutory requirements. (MA,LR) 	
Indicative Syllabus:	
<u>Introduction</u>	
<p>All organisations are ultimately involved in “satisfying” the customer, whether internal or external, local or global. Storage and distribution is fundamental to this objective. Purchasing and supply professionals need to be aware of the importance of physical storage and distribution to appreciate the upstream and downstream activities in the supply chain. This module examines the methods, techniques and factors concerned with the storage and transport of physical stocks, and consider</p>	

how added value can be created in the storage and movement of goods.

Introduction to Storage and Distribution

Concepts 20%

Objectives for storage and distribution; logistics and the global supply chain; financial aspects of inventory; total costs concept; customer service and added value concepts and measures; cost and service trade-offs; raw / input materials warehousing.

Distribution Planning 20%

Strategic factors affecting the choice of a storage and distribution network; using third party and fourth party contractors and logistics service providers (3PLs and 4PLs); ICT Tools, such as EDI, data capture, voice recognition; INCOTERMS.

Handling Goods

Moving Goods 20%

Selection of the modes used for freight transport; characteristics of each mode; inter- modal transport; road transport route and load planning; utilisation and containerisation of loads; transport of hazardous goods; legal aspects of moving materials; health and safety legislation and practice; control of substances hazardous to health requirements; legal requirements in transporting goods.

Warehousing and Storage of Goods 20%

Design of the flow in the warehouse; equipment types: mechanical handling, equipment, and storage; coding and classification of goods; introduction of new items, management of the stock range; stocktaking procedures; control of obsolescent and redundant stocks.

Logistics of Moving Goods

Controlling Physical Distribution 10%

Security in the transport and warehousing activities; managing returns from customers and reverse logistics; managing the unit loads - pallets, roll cages, tote boxes; costs - fixed and variable; product standards - utilisation and performance ratios, productivity measurement.

Techniques and Tools used in Supply Chains 10%

Network analysis; distribution modelling, simulation; operations research techniques, including queuing theory, decision trees; distribution requirements planning (DRP).

Assessment:

Module assignment 30%

Learner Reflection 20%

Terminal Exam 50%

Core Reading

Rushton A, Croucher P, Baker P, (2005) *Handbook of Logistics and Distribution Management 2nd ed*, Kogan Page

Dempsey O, (editor) (2006) *Storage and Distribution*, IIPMM

Recommended Reading

Lysons K, Farrington B, (2006) *Purchasing and Supply Chain Management*, 7th ed, FT Prentice Hall

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

Date of Last Revision:

January 2008

Module Title**Commercial Relationships****Module Code** HC011**Stage** Award 1**Credit Rating** 10**Pre-Requisite** N/a**Co-Requisite** N/a**Contact Hours** 40**Module Aims:**

- (a) To provide learners with an understanding of the complex nature of commercial relationships
- (b) To develop in learners a capacity to identify appropriate strategies and policies to manage these relationships
- (c) To provide a framework for integrating commercial relationships as part of a wider value chain for the organisation

Learning Outcomes:

- Learners will be able to identify the main types of relationships along the Supply Chain and the issues and difficulties that can arise. (MA,Exam)
- Learners will be able to explain the importance of forming strategic relationships, the value they can bring to the Supply Chain and their impact on the organisation. (MA,LR)
- Learners will be able to evaluate the role of key stakeholders in the value chain including the internal customers and external suppliers. (MA,LR)
- Learners will be able to assess supplier performance and identify how trust and power can play a major role in the success of a relationship. (MA,LR)
- Learners will be able to recognise the role that contracts and other forms of relationships, with particular reference to leasing, outsourcing and EU directives have on commercial relationships. (MA,Exam)

Indicative Syllabus:Introduction

Purchasing and supply is concerned with acquiring goods and services from external providers to meet the needs of internal and external customers. Concepts such as supply chain management and value stream analysis recognise that many interactions do not exist in isolation, but form part of a longer series of relationships

beginning at the origin of primary ideas or materials, and ending with the satisfaction of the needs or wishes of the ultimate consumer. This module identifies their increased importance, and highlights the need to develop and adopt appropriate strategies and policies for the management of these relationships.

Theory of Relationships

Relationships in Context 10%
Strategic considerations in relationship formation; supply chains, value streams and related concepts and their impact upon commercial relationships.

Relationship Types 15%
The main types of relationship; internal and external relationships; inter and intra-organisational relationships; relationship issues in public procurement.

Relationships in Action

Relationships Strategy, Policy and Practice 25%
Tools of analysis in relationship selection and determination; risk assessment and evaluation in relationship decisions; the contribution of appropriate relationships to organisational success; factors impacting upon relationships; relationships and supply chain policy - ethical, technological, legal, environmental and other relationships constraints and enablers.

Relationship Management 25%
The role of the internal customer; the role of the supplier; supplier development; supplier associations; technology transfer and upstream management; the relationship life cycle; assessment of performance and management of relationships; trust and power in relationships.

Commercial Aspects of Relationships

Contracting and Relationships 25%
The role of contracts; relationship aspects of contracts; incentive contracting; relationships aspects of service contracts; relationships in connection with hire or lease contracts; the outsourcing relationship; the impact of EU Directives; alternatives to contracts. seller behaviour - definition of sales; sales techniques; managing sales / marketing personnel; know your supplier / seller; win / win results.

Assessment:

Module assignment	30 %
Learner Reflection	20%
Terminal Exam	50 %

Core Reading

Moore M, (2005), *Commercial Relationships*, Liverpool Academic Press

Dempsey O, (editor) (2006) *Commercial Relationships*, IIPMM

Recommended Reading

Lysons K, Farrington B, (2006) *Purchasing and Supply Chain Management*, 7th ed, FT Prentice Hall

Day M, (editor) (2002) *Gower Handbook of Purchasing Management*, Chartered Institute of Purchasing and Supply

Keenan A, (2008) *Essentials of Irish Business Law* 5th ed, Gill and Macmillan

Date of Last Revision:**January 2008**

8. Certificate in Public Procurement Modules

Module Title	
Economics	
Module Code	HC002
Stage	Award
Credit Rating	10
Pre-Requisite	N/a
Co-Requisite	N/a
Contact Hours	40
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 (MA,Exam) • Learners will be able to discuss and illustrate the key principles of micro economic theory. (MA,Exam) • Learners will be able to discuss and illustrate the key principles of macro economic theory. (MA,Exam) • Learners will be able to demonstrate an understanding of the role of economic theory and its effects on the organisation. (MA,Exam) 	
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	20%
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.	
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>	
(2008) <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:	January 2008

Module Title	
Principles of Procurement	
Module Code	HC005
Stage	Award
Credit Rating	10
Pre-Requisite	N/a
Co-Requisite	N/a
Contact Hours	40
Module Aims	
(c) To provide learners with an understanding of the principles underlying procurement.	
(d) 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. (MA,LR) • Learners will be able to recognise and describe the key factors in materials analysis and costing requirements. (MA,Exam) • Learners will be able to recognise and describe the principles underlying supply requirements. (MA,LR) • Learners will be able to recognise and describe the key factors in providing and supplying requirements. (MA, Exam) 	
Indicative Syllabus	
<u>Introduction</u>	
Purchasing 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 goods and services; service level agreements (SLAs); managing quality; quality control and quality assurance; the customer service imperative.	
<u>Costing Requirements</u>	
Capital and revenue purchasing techniques; Tendering procedures; EU Procurement Directives; quotation analysis; e-sourcing / e-purchasing.	20%

<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-purchasing models and benefits etc.	
<u>Quality Management</u>	
	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.	
Assessment:	
Module assignment	30%
Learner Reflection	20%
Terminal Exam	50%
<u>Core Reading</u>	
Lysons K, Farrington B, (2006) <i>Purchasing and Supply Chain Management</i> , 7 th ed, FT Prentice Hall	
Dempsey O, (editor) (2005) <i>Principles of Procurement</i> , IIPMM	
<u>Recommended Reading</u>	
Burt D, Dobler D, Starling S, (2003) <i>World Class Supply Management: The Key to Supply Chain Management</i> 7 th ed, McGraw Hill/Irwin	
Arnold T, Chapman S, (2007) <i>Introduction to Materials Management</i> , Prentice Hall	
Date of Last Revision:	January 2008

Module Title	
Principles Public Sector Procurement	
Module Code	HC012
Stage	Award
Credit Rating	10
Pre-Requisite	None
Co-Requisite	N/a
Contact Hours	40
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. (MA,Exam) • Learners will be able to describe the National and EU legislative frameworks which apply to the public sector. (MA,Exam) • 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. (MA,LR) • Learners will be able to understand the purchasing cycle in the public sector and the associated documents, procedures and systems (MA,LR) 	
Indicative Syllabus	
<u>Introduction</u>	
<p>This module considers the different environments within which public procurement operates and the impact this has on purchasing 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>	

<p><u>Public Procurement</u> 25% Overview purchasing in the public sector; documentation and reporting; openness, equity, and transparency in the purchasing cycle; market analysis; centralised vs. decentralised purchasing; purchasing consortia in the public sector; competition, fairness; ethical issues; overview of government expenditure in Ireland / public private partnerships.</p> <p><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).</p> <p><u>Competitive Purchasing</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</p> <p><u>Operational Procurement</u> 25% Effective contract management; contracting for services; contract administration; roles of the purchasing agency; services provided ; developments in purchasing organisations; e-Procurement; project management in the Public Sector; procurement and supply in the private sector</p>							
<p>Assessment:</p> <table border="0" style="width: 100%;"> <tr> <td>Module assignment</td> <td style="text-align: right;">30%</td> </tr> <tr> <td>Learner Reflection</td> <td style="text-align: right;">20%</td> </tr> <tr> <td>Terminal Exam</td> <td style="text-align: right;">50%</td> </tr> </table>	Module assignment	30%	Learner Reflection	20%	Terminal Exam	50%	
Module assignment	30%						
Learner Reflection	20%						
Terminal Exam	50%						
<p><u>Core Reading</u></p> <p><i>Davis P, (2010) Principles of Public Sector Procurement, IIPMM</i></p> <p><i>Public Procurement (Gold Book), Government Publications</i></p> <p><u>Recommended Reading</u></p> <p><i>World Class Supply Management. Burt, Dobler & Starling. 7th Edition (McGraw Hill)</i></p> <p><i>Purchasing Principles & Management, Baily Farmer Jessop & Jones, 8th Edition (Financial Times / Pitman)</i></p>							
<p>Date of Last Revision:</p>	<p>January 2010</p>						