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Online Advanced Procurement and Contract Management

Course or Seminar

Leading To:
DIPLOMA - POSTGRADUATE IN
Advanced Procurement and Contract Management (Double Credit)

Accumulating to
POSTGRADUATE DIPLOMA
Online Advanced Procurement and Contract Management

Course or Seminar

Leading To:

DIPLOMA - POSTGRADUATE IN

Advanced Procurement and Contract Management (Double Credit)

Accumulating to

POSTGRADUATE DIPLOMA
Course Coordinator:
Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- M.Ed. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
  - Human Resources;
  - Organization and Management Theory;
- Organization Development and Change;
- Research Methods;
- Conflict Management;
- Organizational Behavior;
- Management Consulting;
- Gender & Diversity in Organizations; and
- Critical Management Studies.

- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
- Member of ResearchGate Community;
- Member of Convocation, University of London;
- Professor HRODC Postgraduate Training Institute.

**Prof. Crawford was an Academic at:**

- University of London (UK);
- London South Bank University (UK);
- University of Greenwich (UK); and
- University of Wolverhampton (UK).

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**For Whom This Course is Designed**

**This Course is Designed For:**

- Procurement Officers;
- Purchasing and Procurement Professionals;
- Project Managers and Team Members;
- Financial Managers;
- Accountants;
- Budget Officers;
- Financial Planners;
- Cost and management accountant;
➢ Financial planners and cost analysts;
➢ Senior managers who supervise people with financial responsibilities;
➢ Financial and budget controllers;
➢ Value Engineers;
➢ Value Analysts;
➢ Directors;
➢ Business Owners;
➢ Auditors;
➢ Contract Managers;
➢ Contract and Subcontract Administrators;
➢ Purchasing Professionals;
➢ Sales Professional;
➢ Supply Management Professionals;
➢ Engineering, Operational, Project, and Maintenance Personnel;
➢ Supervisors;
➢ Those who want to gain understanding about procurement and contract management.

**Duration:** 20 Days, Based On 3 Hours Per Day Tuition

**Cost:** £6,700.00 Per Delegate

**Please Note:**
➢ V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
➢ It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.
Delegates will be given a Selection of our Complimentary Products, which include:

- HRODC Postgraduate Training Institute’s Leather Conference Folder;
- HRODC Postgraduate Training Institute’s Leather Conference Ring Binder/ Writing Pad;
- HRODC Postgraduate Training Institute’s Key Ring/ Chain;
- HRODC Postgraduate Training Institute’s Leather Conference (Computer – Phone) Bag – Black or Brown;
- HRODC Postgraduate Training Institute’s 8GB USB Flash Memory Drive, with Course Material;
- HRODC Postgraduate Training Institute’s Metal Pen;
- HRODC Postgraduate Training Institute’s Polo Shirt.

Our Video-Enhanced Online Mode of delivery of this course is the same as being in a classroom – but virtually.

- This Video-Enhanced Online mode of delivery is Revolutionary and currently unique to HRODC Postgraduate Training Institute.
- The tutor will meet the group on Video and present the course, in the same way as though in a classroom.
- Where there is more than one participant, they will be able to see and interact with each other, and with the tutor.
- They will watch and discuss the various video cases and demonstration videos that form an integral part of our courses.
- Assessment is structured in the same way as it is done in a classroom setting.
The Video-Enhanced Online mode of training usually starts on the 1\textsuperscript{st} of each month, with the cut-off date being the 20\textsuperscript{th} of the previous month. This cut-off date means that Admission should have been granted and fee payment received;

- It will last twice as long as the classroom-based deliveries. For example, a 5-day (30 Credit Hours) classroom-based course will last 10 days, in Video-Enhanced Online mode. This calculation is based on 3 hours tuition per day, meeting the Institute’s required 30 Credit-Hours.

- The cost of the Video-Enhanced Online mode is 67\% of the classroom-based course.

- For example, a 5-day classroom-based course, which costs Five Thousand Pounds, costs only Three Thousand Three Hundred and Fifty Pounds (£3,350.00) in Video-Enhanced Online Mode.

### Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Demonstrate an understanding of the importance of purchasing within the organization’s structure;

- Authenticate the fact that total quality management requires the involvement of all suppliers and subcontractors, ideally at an early stage, and to outline the concept of concurrent engineering;

- Define tendering;

- Demonstrate a heightened understanding about the concept of contract management and administration;

- Demonstrate an understanding of the concept of contract performance;

- Demonstrate an understanding of the concept of failure mode and effect analysis;

- Demonstrate an understanding of the legal aspect of contract management.

- Demonstrate an understanding of the principles of relationship management.

- Demonstrate an understanding of the provisioning systems for stock and production purposes;
- Demonstrate an understanding of the standards BS EN ISO 9000 on quality assurance;
- Describe the process involved in contract administration;
- Determine some contractor motivation;
- Develop an appreciation of MRP, MRP2, DRP and ERP systems;
- Discuss ‘just-in-time’ and related philosophies;
- Discuss purchasing and supply as a service activity;
- Discuss statistical process control (SPC) and off-line control;
- Discuss the changing role of purchasing and supply;
- Discuss the concept of outsourcing;
- Discuss the scope of purchasing;
- Discuss the usefulness and limitations of forecasting in the supply context;
- Discuss Value analysis (VA) and Value engineering (VE);
- Emphasize the importance of responsiveness to customer needs;
- Enumerate the benefits of standardization and economics of quality;
- Enumerate the different methods of tendering and explain each;
- Establish an understanding of the central role of contract management in the virtual organization;
- Examine positive and negative reasons for holding stock and approaches to reducing inventories;
- Examine the ‘total acquisition cost’ concept;
- Examine the different approaches to producing a specification and the role of value analysis, including the idea of early supplier involvement;
- Examine the issues of how decentralized v. centralized departmental organizations and support services affect the structure of the purchasing team;
- Explain how purchasing might develop from an independent function to an integrated activity;
- Explain late customization as a provisioning policy;
- Explain risk, reward and contract targeting;
- Explain the concept of strategic management;
- Explain the EOQ concept;
- Explain the growth in the strategic role of procurement, purchasing and supply;
Highlight the basics of a best practice approach to outsourcing, including outsourcing methodologies;

Highlight the evolution of concepts relating to purchasing development;

Identify key practices encountered in developed strategic purchasing;

Identify methods of stock control and their application;

Identify the internal and external influences which have affected the evolution of purchasing;

Identify the purchasing cycle concept;

Identify the types of contract and differentiate one from the other;

Identify various forms of purchasing strategy aimed at gaining competitive advantage and to examine influences on strategic choice;

Identify what drives make-or-buy decisions;

Indicate the move away from quality control (inspection techniques) towards quality assurance (prevention of defective work);

Identify the different variations and claims in contract management and administration; and

Outline and illustrate the contracting process;

Outline the pitfalls of outsourcing;

Outline the use of service level agreements (SLAs);

Provide mini-case studies demonstrating how companies are developing their purchasing functions;

Validate the adoption of relationships based on mutual benefits as an alternative to the traditional transactional, adversarial approach.
Procurement Management

Part 1: Purchasing Scope and Development

- The Changing Role of Purchasing and Supply;
- Proactive Purchasing;
- Procurement Positioning;
- Total Acquisition Cost and Total Cost Ownership;
- Non-Manufacturing Organisations;
- The Supply Chain Concept;
- Purchasing Development;

Part 2: Strategic Procurement and Supply Chain Management

- Strategic Procurement;
- The Concept of Strategy;
- The Mission Statement;
- Levels of Strategy;
- Category Management;
- Strategic Management;
- Strategic Analysis;
- Strategic Development;
- Strategic Implementation;
- Objectives for Purchasing;
- Strategies and Their Scope;
- Selecting a Strategy;
- Effective Supply and Market Strategy;
- Purchasing and Supply in the Different Types of Organization;
- Organisation of the Activity;
- Purchasing in the Organisation Structure;
- Purchasing Devolution;
- The Supply Chain;
- Improving Efficiency of the Supply Chain;
- Type of Supply Chain;
- Strategic Development of Purchasing.

**Part 3: Outsourcing**

- Outsourcing;
- Outsourcing Methodologies;
- Outsourcing – Pitfalls;
- How to Avoid Pitfalls.

**Part 4: Quality Management**

- What Is Quality;
- Statistical Process Control;
- Taguchi Methods for the Off-Line Control of Quality;
- Failure Mode and Effect Analysis;
- Specification;
- Producing a Specification;
- Early Supplier Involvement;
- Concurrent Engineering;
- Standardisation;
- Supplier Assessment;
- Economics of Quality;
- Quality Circles;
- The Seven Wastes;
- Value Analysis/Value Engineering;
Part 5: Inventory Management

- Provisioning Systems;
- Order Quantities and Stock Control;
- Order Quantities for Production;
- Materials Requirements Planning (MRP);
- Manufacturing Resource Planning (MRP2);
- Distribution Resource Planning (DRP);
- Enterprise Resource Planning (ERP);
- Just-In-Time (JIT);
- Vendor Managed Inventory (VMI);
- Late Customisation.

Part 6: Legal-Conceptual and Contextual Issues of Contracts

- What Constitutes a Contract
- The Evolution and Definition of The Modern Contract
- Contents of a Contract
- The Unwritten Contract
- Written Contract
- Psychological Contract
**Part 7: Contract Formulation**

- Positive Factors of Contract Formulation;
- Negative Aspects of Contract Formulation;
- Initiation of a Legal Relations;
- The Formation of a Contract;
- Contract Terms;
- Exclusion Clauses;
- Express and Implied Terms of Contract;
- The Rights and Liabilities of Third Parties to The Contract;
- Assignment of Contractual Rights;
- Contracts and Third Parties.

**Part 8: Contract Negotiation, Agreement and Life**

- Agreement and Offer;
- Offer Acceptance;
- Cessation of The Offer;
- Common Contract Errors;
- Variation of Contracts, Promissory Estoppel and Waiver;
- Contract Privity or Mutual Interest;
- Contract Modification;
- Contract and Performance;
- Contract Demise;
- The Aftermath;
- Literal Performance;
- Exemption Clauses: The Common Law;
- The Fact of Agreement;
- Important Contract Considerations;
- Formalities;
- Factors That Vitiates or Impairs a Contract’s Validity;
- The Enforceability of Agreements: Considerations and Alternatives.
Part 9: Discharge of Contracts

- Contract Discharge by Performance and Breach;
- Contract Discharge by Mutual Agreement;
- Contract Discharge Through Misrepresentation;
- Contract Discharge by Duress;
- Contract Discharge for Breach;
- Discharge of an Illegal Contract;
- Contract Discharge Through ‘Unfair Terms and Conditions’.

Part 10: Remedies for Breach of Contract: Contract Resolution

- Damages for Breach of Contract;
- The common Law Remedy of Damages;
- Equitable Remedies and Limitation of Actions;

Diploma – Postgraduate Short Course, and Postgraduate Diploma Programme, Regulation

Postgraduate Diploma and Diploma – Postgraduate: Their Distinction, Credit Value and Award Title

Postgraduate Short Courses of a minimum of five days’ duration, are referred to as Diploma – Postgraduate. This means that they are postgraduate credits, towards a Postgraduate Diploma. A Postgraduate Diploma represents a Programme of Study, leading to an Award bearing that title prefix. We, therefore, refer to our short-studies as ‘Courses’, while the ‘longer-studies’, are regarded as Programmes. However, both study-durations are often
referred to as ‘Courses’. Another mark of distinction, in this regard, is that participants in a short-course are referred to as ‘Delegates’, as opposed to the term ‘Students’, which is confined to those studying a Postgraduate Programme.

Courses are of varying Credit-Values; some being Single-Credit, Double-Credit, Triple-Credit, Quad-Credit, 5-Credit, etc. These credits, therefore, accumulate to a Postgraduate Diploma. As is explained, later, in this document, a Postgraduate Diploma is awarded to students and delegates who have achieved the minimum of 360 Credit Hours, within the required level of attainment.

Delegates studying courses of 5-9 days’ duration, equivalent to 30-54 Credit-Hours (Direct Lecturer Contact), will, on successful assessment, receive the Diploma – Postgraduate Award. This represents a single credit at Postgraduate Level. While 6-day and 7-day courses also lead to a Diploma – Postgraduate, they accumulate 36 and 42 Credit Hours, respectively.

Postgraduate Diploma and Diploma - Postgraduate Assessment Requirement

Because of the intensive nature of our courses and programmes, assessment will largely be in-course, adopting differing formats. These assessment formats include, but not limited to, in-class tests, assignments, end of course examinations. Based on these assessments, successful candidates will receive the Diploma – Postgraduate, or Postgraduate Diploma, as appropriate.

In the case of Diploma – Postgraduate, a minimum of 70% overall pass is expected. To receive the Award of Postgraduate Diploma, candidates must have accumulated at least the
required minimum ‘credit-hours’, with a pass (of 70% and above) in at least 70% of the courses taken.

Delegates and students who fail to achieve the requirement for Postgraduate Diploma, or Diploma - Postgraduate - will be given support for 2 re-submissions for each course. Those delegates who fail to achieve the assessment requirement for the Postgraduate Diploma or Diploma - Postgraduate - on 2 resubmissions, or those who elect not to receive them, will be awarded the Certificate of Attendance and Participation.

### Diploma – Postgraduate and Postgraduate Diploma Application Requirements

Applicants for Diploma – Postgraduate – and Postgraduate Diploma are required to submit the following documents:
- Completed Postgraduate Application Form, including a passport sized picture affixed to the form;
- A copy of Issue and Photo (bio data) page of the applicant’s current valid passport or copy of his or her Photo-embedded National Identity Card;
- Copies of credentials mentioned in the application form.

### Admission and Enrolment Procedure

- On receipt of all the above documents we will assess applicants’ suitability for the Course or Programme for which they have applied;
- If they are accepted on their chosen Course or Programme, they will be notified accordingly and sent Admission Letters and Invoices;
- One week after the receipt of an applicant’s payment or official payment notification, the relevant Course or Programme Tutor will contact him or her, by e-mail or telephone, welcoming him or her to HRODC Postgraduate Training Institute;
Those intending to study in a foreign country, and require a Visa, will be sent the necessary immigration documentation, to support their application;

 Applicants will be notified of the dates, location and venue of enrolment and orientation, where appropriate.

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### Modes of Study for Postgraduate Diploma Courses

There are three delivery formats for Postgraduate Diploma Courses, as follows:

1. **Intensive Full-time (Classroom-Based) Mode (3 months).** This duration is based on six hours' lecturer-contact per day, five days (30 hours) per week;
2. **Full-time (Classroom-Based) Mode (6 month).** This duration is based on two and a half days' lecturer-contact, equivalent to fifteen hours, per week;
3. **Video-Enhanced On-Line Mode.** This mode is achieved in twenty (20) weeks, based on three hours per day, six days per week.

Whichever study mode is selected, the aggregate of 360 Credit Hours must be achieved.

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### 20-Week Video-Enhanced Online Postgraduate Diploma

You might study an Online Postgraduate Diploma Course, in 20 weeks, in the comfort of your homes, through HRODC Postgraduate Training Institute’s Video-Enhanced Online Delivery. We will deliver the 360 hours ‘Direct-Lecturer-Contact’, as is required by our Institute’s Regulation, within the stipulated 20 weeks. We aim to fit the tuition around your work and leisure, thereby enhancing your effective ‘Life-Style Balance’, at times convenient to you and your appointed tutor.

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### Cumulative Postgraduate Diploma Courses

All short courses can accumulate to the required number of hours, for the Postgraduate Diploma, over a six-year period from the first registration and applies to both general and specialist groupings. In this regard, it is important to note that short courses vary in length,
the minimum being 5 days (Diploma – Postgraduate) – equivalent to 30 Credit Hours, representing one credit, as is tabulated below.

On this basis, the definitive calculation on the Award requirement is based on the number of hours studied (aggregate credit-value), rather than merely the number of credits achieved. This approach is particularly useful when a student or delegate studies a mixture of courses of different credit-values.

For those delegates choosing the accumulative route, it is advisable that at least two credits be attempted per year. This will ensure that the required number of credit hours for the Postgraduate diploma is achieved within the six-year time frame.

<table>
<thead>
<tr>
<th>Credit Value</th>
<th>Credit Hours</th>
<th>Award Title Prefix (&amp; Suffix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-Credit</td>
<td>30-54</td>
<td>Diploma - Postgraduate</td>
</tr>
<tr>
<td>Double-Credit</td>
<td>60-84</td>
<td>Diploma – Postgraduate (Double-Credit)</td>
</tr>
<tr>
<td>Triple-Credit</td>
<td>90-114</td>
<td>Diploma – Postgraduate (Triple-Credit)</td>
</tr>
<tr>
<td>Quad-Credit</td>
<td>120-144</td>
<td>Diploma – Postgraduate (Quad-Credit)</td>
</tr>
<tr>
<td>5-Credit</td>
<td>150-174</td>
<td>Diploma – Postgraduate (5-Credit)</td>
</tr>
<tr>
<td>6-Credit</td>
<td>180-204</td>
<td>Diploma – Postgraduate (6-Credit)</td>
</tr>
<tr>
<td>7-Credit</td>
<td>210-234</td>
<td>Diploma – Postgraduate (7-Credit)</td>
</tr>
<tr>
<td>8-Credit</td>
<td>240-264</td>
<td>Diploma – Postgraduate (8-Credit)</td>
</tr>
<tr>
<td>9-Credit</td>
<td>270-294</td>
<td>Diploma – Postgraduate (9-Credit)</td>
</tr>
<tr>
<td>10-Credit</td>
<td>300-324</td>
<td>Diploma – Postgraduate (10-Credit)</td>
</tr>
<tr>
<td>11-Credit</td>
<td>330-354</td>
<td>Diploma – Postgraduate (11-Credit)</td>
</tr>
<tr>
<td>12-Credit</td>
<td>360</td>
<td>Postgraduate Diploma</td>
</tr>
</tbody>
</table>
Examples of Postgraduate Course Credits:
Their Value, Award Prefix & Suffix – Based on 5-Day Multiples

<table>
<thead>
<tr>
<th>Credit Value</th>
<th>Credit Hours</th>
<th>Award Title Prefix (&amp; Suffix)</th>
</tr>
</thead>
<tbody>
<tr>
<td>360 Credit-Hours</td>
<td>= Postgraduate Diploma</td>
<td></td>
</tr>
<tr>
<td>12 X 5-Day Courses</td>
<td>= 360 Credit-Hours = Postgraduate Diploma</td>
<td></td>
</tr>
<tr>
<td>10 X 6-Day Courses</td>
<td>= 360 Credit-Hours = Postgraduate Diploma</td>
<td></td>
</tr>
</tbody>
</table>

Accumulated Postgraduate Diploma Award Titles

All Specialist Postgraduate Diploma Programmes have their predetermined Award Titles. Where delegates do not follow a Specialism, for accumulation to a Postgraduate Diploma, they will normally be Awarded a General Award, without any Specialist Award Title. However, a Specialist Award will be given, where a delegate studies at least seventy percent (70%) of his or her courses in a specialist grouping. These are exampled below:

1. **Postgraduate Diploma in Accounting and Finance**;
2. **Postgraduate Diploma in Aviation Management**;
3. **Postgraduate Diploma in Business Communication**;
4. **Postgraduate Diploma in Corporate Governance**;
5. **Postgraduate Diploma in Costing and Budgeting**;
6. **Postgraduate Diploma in Client or Customer Relations**;
7. **Postgraduate Diploma in Engineering and Technical Skills**;
8. **Postgraduate Diploma in Events Management**;
9. **Postgraduate Diploma in Health and Safety Management**;
10. **Postgraduate Diploma in Health Care Management**;
11. **Postgraduate Diploma in Human Resource Development**;
12. **Postgraduate Diploma in Human Resource Management**;
13. **Postgraduate Diploma in Information and Communications Technology (ICT)**;
14. **Postgraduate Diploma in Leadership Skills**;
15. Postgraduate Diploma in Law – International and National;
16. Postgraduate Diploma in Logistics and Supply Chain Management;
17. Postgraduate Diploma in Management Skills;
18. Postgraduate Diploma in Maritime Studies;
19. Postgraduate Diploma in Oil and Gas Operation;
20. Postgraduate Diploma in Oil and Gas Accounting;
22. Postgraduate Diploma in Procurement Management;
23. Postgraduate Diploma in Project Management;
24. Postgraduate Diploma in Public Administration;
25. Postgraduate Diploma in Quality Management;
26. Postgraduate Diploma in Real Estate Management;
27. Postgraduate Diploma in Research Methods;
28. Postgraduate Diploma in Risk Management;
29. Postgraduate Diploma in Sales and Marketing;
30. Postgraduate Diploma in Travel, Tourism and International Relations.

The actual courses studied will be detailed in a student or delegate’s Transcript.
Click, or copy and paste the URL, below, into your Web Browser, to view our Service Contract, incorporating Terms and Conditions.


The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate’s subscription to our Policy Terms and Conditions, which are legally binding.