**Online Procurement Development Framework – Overview**

Guidance on the steps required to prepare your own specific **role profile** templates for inclusion within the online Procurement Development Framework portal.

There is also an overview of the steps required thereafter for nominated staff to proceed with the online completion.

All supporting documents stated below are available with the **Document Appendix** section on Page 3.

**Step 1**

Review the National Procurement Competency Framework – 2019 pdfdocument. This is a concise overview and breakdown on all aspects of the framework. It covers –

* Overview of the Framework Infrastructure
* Detailed breakdown of all aspects of the Framework Competencies:
* Level explainers
* Individual level descriptors to assist with benchmarking/scoring
* Links to the related CIPS Global Standard

**Step 2**

Define what specific Procurement roles you would like to be assessed within the Framework.

The Procurement Job Role Examples spreadsheet provides a concise set of live examples that can be viewed to assist with this.

**Step 3**

Once you have identified the roles, you then need to complete a scoring benchmark exercise for each role.

The individual role tabs with the Procurement Job Role Examples spreadsheet provide live examples on how this been completed for other/similar role.

It is recommended that this is done in conjunction with those currently within the role.

Use the individual competency level descriptions within the National Procurement Competency Framework – 2019 document to identify what specific level would be an accurate level to add in for each competency.

**Note**: Base the levels on what an individual should be at within the role, rather than where they are currently. As far as possible this step is about assessing the right level for the role rather than an individual currently undertaking the role. Additionally note that not all criteria will apply to every role. It is acceptable to leave scores blank for criteria that don’t apply to a particular role.

The blank Procurement Job Role Profile Template can be used to add in and complete the scoring for each role.

**Step 4**

Once all the scoring has been agreed for each for each role, these can then be sent directly via email to Donnie MacRae, [donnie.macrae@scotland-excel.org.uk](mailto:donnie.macrae@scotland-excel.org.uk) who will the arrange for your specific role profiles to be added within the Online Procurement Development Framework portal.

Once these have been added you will then be able to begin the online process.

**Step 5**

The Academy have an Online Procurement Development Framework - Knowledge Portal that provides concise detail on how the online Procurement Development Framework can be accessed and completed.

The Portal can be accessed [here](https://academy.scotland-excel.org.uk/course/view.php?id=272).

The Portal has tutorial video that all should view – this provides a detailed walkthrough on how to access and complete.

There is also an Online Procurement Development Framework - Quick Reference Guidethat is a handy supporting guide to the tutorial video.

**Step 6**

Once all have completed the online self-assessments then the process of collating and analysing the outputs can begin.

This exercise varies in scope and depth dependant on the individual organisation and The Academy can work with you on how best to complete this.

**Document Appendix**

National Procurement Competency Framework – 2019 pdf:



Procurement Job Role Examples:



Procurement Job Role Profile Template:

