

# Online Procurement Development Framework

## Quick Reference Guide

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### Competency Framework Infrastructure

LEVELS	Levels of Competency Defined and Described	On the job experience	Desirable qualifications
<b>Foundation/Awareness</b>  <b>LEVEL 1</b>	<p><b>Foundation:</b> Typically supports procurement teams or projects. Helps coordinate customer and stakeholder communications. Receives or raises requisitions and arranges purchase orders. Operates in support role and at a transactional level.</p> <p><b>Awareness:</b> Operating in a role outside the procurement department where awareness of (or some involvement with) procurement or commercial practice is required.</p>	<p><b>Foundation:</b> Entry level for modern apprentices or those new to procurement with little or no relevant work experience. Likely to be in a procurement support role and undergoing training.</p> <p><b>Awareness:</b> Understands the benefits and risks of good and bad procurement/commercial practice and the importance of early consideration in strategy or policy development. Has sufficient awareness to recognise when and where to engage procurement or commercial expertise.</p>	<p><b>Foundation:</b> School Highers, SVQ levels 1/2; <b>CIPS Certificate</b> and <b>Advanced Certificate; APM Project Fundamentals Qualification (PFQ).</b></p> <p><b>Awareness:</b> Relevant training and/or governance and support for specific post.</p>
<b>Developing/Working Knowledge</b>  <b>LEVEL 2</b>	<p><b>Developing:</b> Typically focuses on procurement process at tactical or transactional level; managing low-value and low-risk quotations, tendering or purchases. May contribute to more complex local, sector or national projects, strategy development or implementation.</p> <p><b>Working Knowledge:</b> Manages the procurement cycle for lower value/risk procurements; manages or supports routine contract management activity; and/or involved in key stages of the procurement process.</p>	<p><b>Developing:</b> Entry level for undergraduates (HND) and graduates, those with clearly relevant and transferable skills, or will have acquired some procurement experience in public and/or private sector. Could undertake routine, lower value and/or lower risk procurements.</p> <p><b>Working Knowledge:</b> Understands relevant procurement processes; wider procurement and commercial context; and when to engage additional support or expertise.</p>	<p><b>Developing:</b> SVQ levels 3/4, HND, First Degree or equivalent; <b>CIPS Diploma.</b></p> <p><b>CMI Level 5 Diploma</b> in Leadership &amp; Management.</p> <p><b>APM Project Management Qualification (PMQ).</b></p> <p><b>Working Knowledge:</b> Relevant training, and/or governance and support for specific post.</p>

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<p><b>Practitioner</b> <b>LEVEL 3</b></p>	<p>Strategic procurement specialist experienced in leading development of commodity or less-complex category strategy development and implementation at local sector or national level. Leads development and management of commodity related contracts at local, sector or national level. Responsible for achieving procurement or commercial outcomes.</p>	<p>Robust strategic procurement experience and expertise built up over a number of years. Is commercially astute and uses effective project management techniques. Typically in buyer or procurement specialist role managing higher value/risk projects. May also be a graduate or fast streamer on accelerated development programme.</p>	<p>SVQ level 4+, HND, First Degree or equivalent; <b>CIPS Advanced Diploma</b> or <b>MCIPS</b>.</p> <p><b>CMI Level 6 Certificate</b> in Leadership &amp; Management.</p> <p><b>APM Project Professional Qualification (PPQ)</b>.</p>
<p><b>Expert</b> <b>LEVEL 4</b></p>	<p>Portfolio and/or functional leader experienced in leading and delivering more complex procurement, category or portfolio strategies at a local, sector or national level. Most usually has responsibility for managing multiple teams or projects and directly supports the Chief Procurement Officer or senior management team. Accountable for achieving national, sector-led or organisational procurement and commercial outcomes.</p>	<p>Considerable depth and breadth of strategic procurement experience with commercial leadership and project management expertise. Typically in senior procurement, commercial leadership and/or management roles managing more complex, higher value or risk projects and/or teams.</p>	<p>First degree and <b>MCIPS</b> or <b>CIPS Chartered Status</b>.</p> <p><b>CMI Level 7 (Masters) Diploma</b> in Leadership &amp; Management.</p> <p><b>APM Registered Project Professional (RPP)</b>.</p>
<p><b>Master/Leader</b> <b>LEVEL 5</b></p>	<p>Acts as the organisation's most senior commercial procurement and supply chain management interface. Leads on the organisation's procurement or commercial strategies and policies, aligning with corporate strategy, and contributing to the delivery of Scottish government and/or sector policies. Is accountable for achieving corporate procurement and commercial outcomes.</p>	<p>Significant commercial and strategic procurement experience, with functional and policy leadership. Typically operating at senior corporate or board levels and/or recognised as a master in their field. For example, complex infrastructure/IT/high-risk project managers or commercial leaders.</p>	<p>MSc, MBA and <b>MCIPS</b> or <b>CIPS Chartered Status</b>.</p> <p><b>CMI Level 7 (Masters) Diploma</b> in Leadership &amp; Management.</p> <p><b>APM Chartered Project Professional (ChPP)</b>.</p>

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### Getting Started

Access the online evaluation portal: <https://scottishprocurementdevelopmentframework.azurewebsites.net/>

- If this is the first time you have accessed the portal, click on the **'Start'** option
- Note: We will look at the process for accessing the portal **via a code** later in the guide



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### 1. Choose Sector

- Select **'Scottish Local Authorities'** from the from down options
- Click on **'Next'**

evaluation GET CODE HELP HOME

1 Select your sector 2 Choose Competencies 3 Score your progress 4 Get your results

Next

Please select your work sector

Scottish Local Authorities

Sectors  
Sector not listed  
Central Government  
Universities and Colleges  
NHS  
Other  
Individual Organisation  
Individual Team  
Scottish Local Authorities

Scottish Government  
gov.scot  
UWS

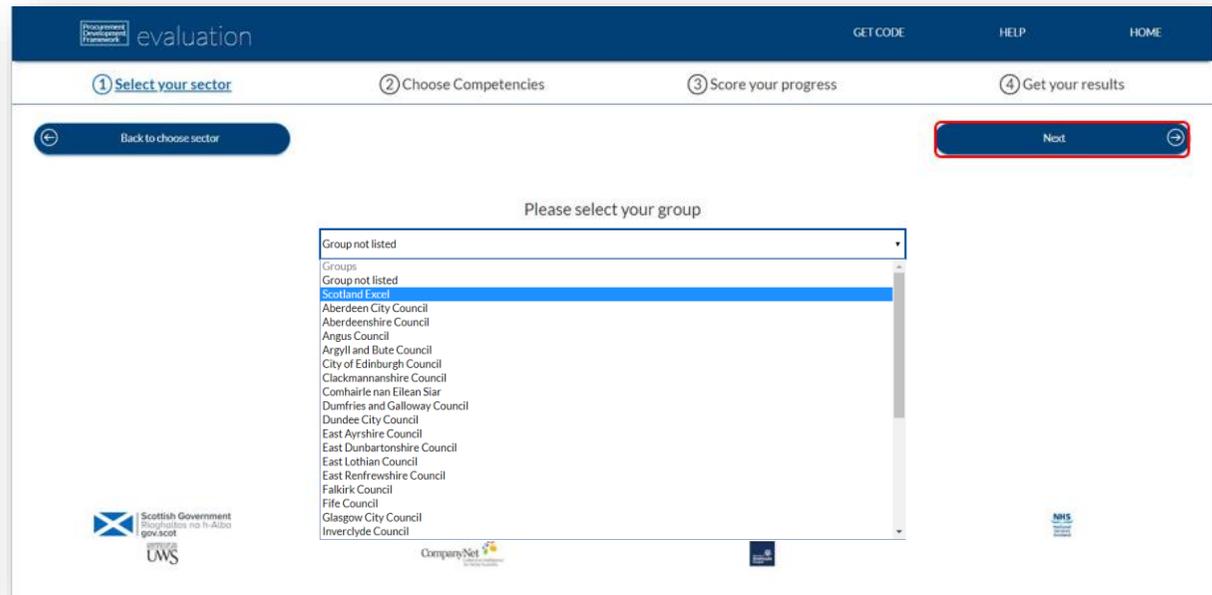
SCOTLAND EXCEL  
CompanyNet

NHS

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- Select **Scotland Excel** from the drop down options
- Click on **'Next'**



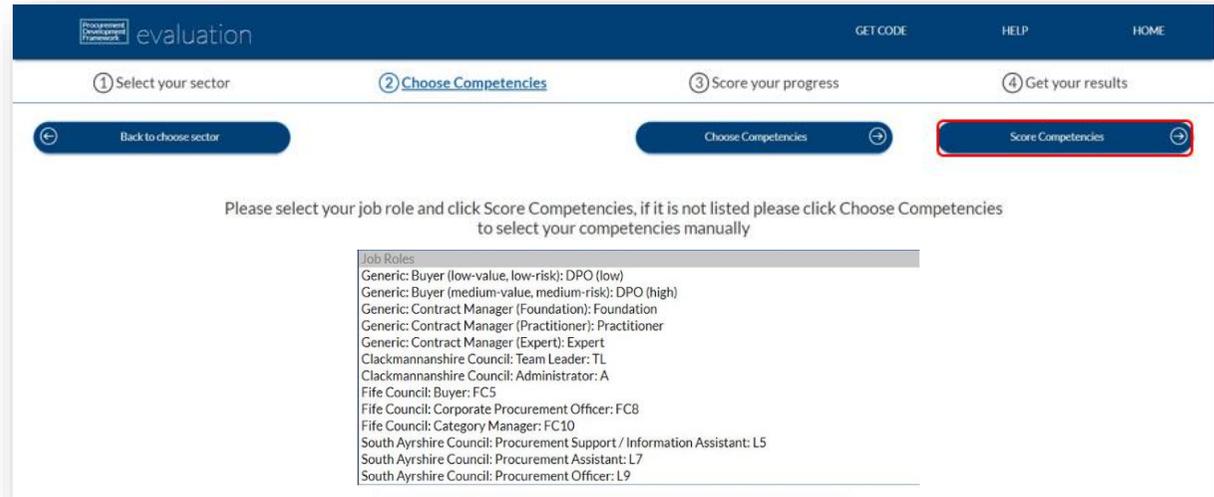
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### 2. Choose Competencies

- Select the **job role** that applies to you from the drop down options
- Click on **'Score Competencies'**



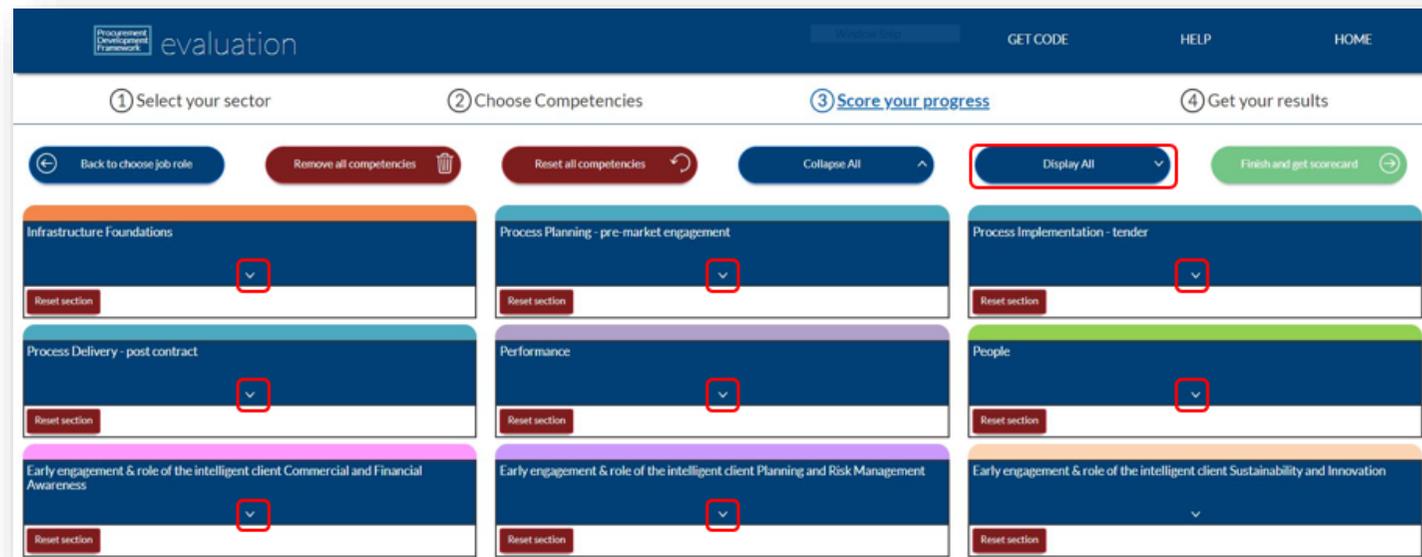
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### 3. Score Competencies

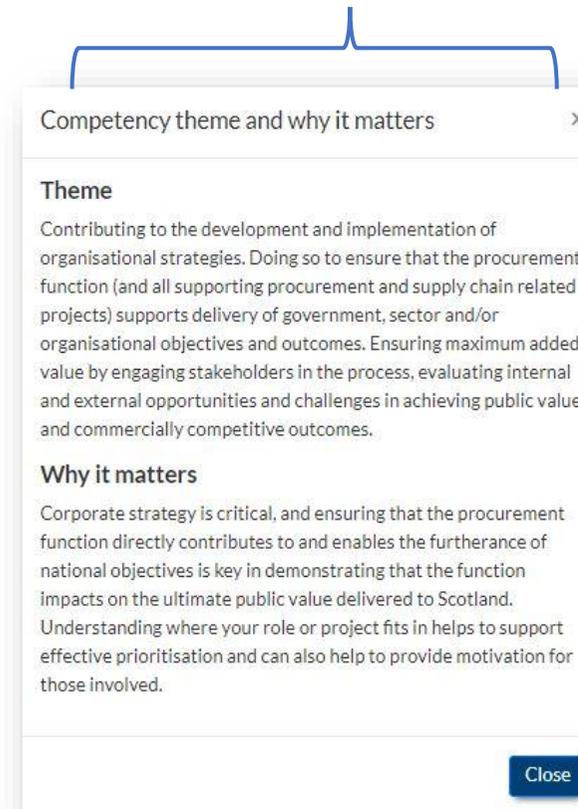
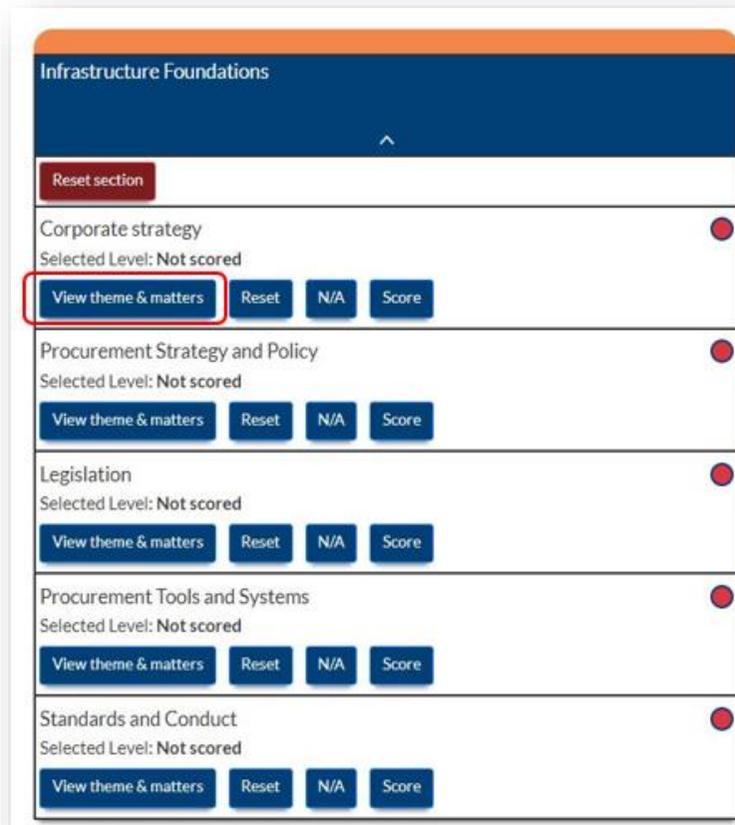
- The portal has now pulled through all the **specific competencies** applicable to the **job role selected**
- **Expand** or **collapse** each section using the arrow or click on **'Display All'** to expand all sections



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- Click **'View theme & matters'** to see more **detail of each competence** to understand its **context within the framework**

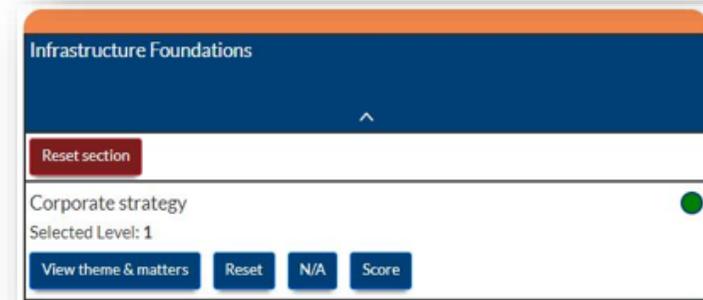
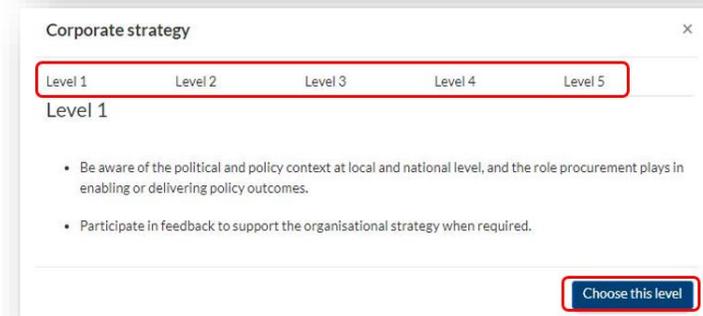
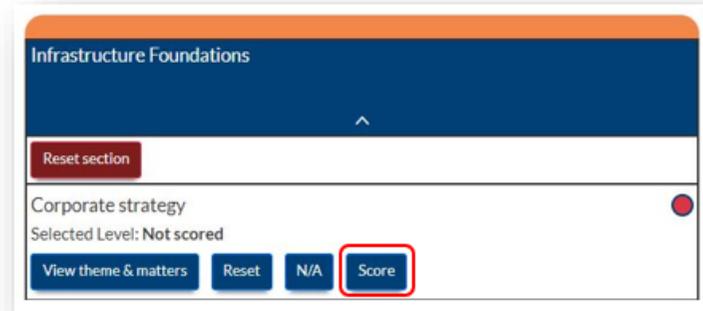


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- Click on **'Score'**
  
- Click on each **level** to see the **detail** (specific detail on **Level definitions** can be found on [Page 2](#))
- **Click** on **'choose this level'** for the level that you think is a **fair reflection of your current capability**
- Complete for **all sections** as above
  
- The competency section will now change to **green**

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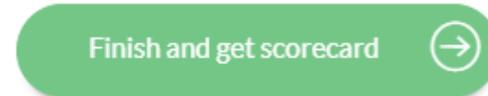


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### 4. Get your Results

- This indicates you have **not scored** all competencies
- Dark green indicates you have completed, click on **'Finish and get scorecard'**
- You will see that the Portal has auto generated a **code**
- The code that allows you to **access your profile on any device** or for you to **share with your manager**, so they can comment on your scoring & development plan



The screenshot shows the 'evaluation' portal interface. At the top, there are navigation links for 'GET CODE', 'HELP', and 'HOME'. Below this, a progress bar indicates four steps: 1. Select your sector, 2. Choose Competencies, 3. Score your progress, and 4. Get your results (which is the active step). A navigation bar contains buttons for 'Back to Score Competencies', 'Email CSV file', 'Email Excel file', 'Download CSV file', 'Download Excel file', 'View charts', and 'View Development'. The main content area is titled 'YOUR SCORECARD' and displays the 'Evaluation Code: 5qco76' in a red-bordered box. Below the code, it lists user details: Sector: Scottish Local Authorities, Group: Fife Council, Organisation: Fife Council, Role: Buyer, and Grade: FC5. A table titled 'Infrastructure Foundations' shows scores for five categories: Corporate strategy, Procurement Strategy and Policy, Legislation, Procurement Tools and Systems, and Standards and Conduct. Each category has a 'My Score' of 3 and a 'Benchmark' of 3.

Infrastructure Foundations				
Corporate strategy	Procurement Strategy and Policy	Legislation	Procurement Tools and Systems	Standards and Conduct
My Score	My Score	My Score	My Score	My Score
3	3	3	3	3
Benchmark	Benchmark	Benchmark	Benchmark	Benchmark

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- Your score is **benchmarked against your expected job role profile**, so you can assess your strengths and development areas

Infrastructure Foundations			
Corporate strategy	Procurement Strategy and Policy	Legislation	Procurement Tools and Systems
My Score	My Score	My Score	My Score
1	3	3	3
Benchmark	Benchmark	Benchmark	Benchmark
1	1	2	2

- Green** indicates you have scored on or **above** the expected Benchmark
- Red** indicates you have scored **below** the expected Benchmark

Project and Programme Management
My Score
1
Benchmark
1
Sustainable Procurement
My Score
1
Benchmark
2

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- Now click on **'View Development'**



- Within this section there are hyperlinks to:

- The related **CIPS Global Standards**
- Applicable **Training Options** and a
- Free **text box for recording notes**, developments or action plan, that feeds through to the export files
- Ensure you click **'Save Note'** within each section you have added text

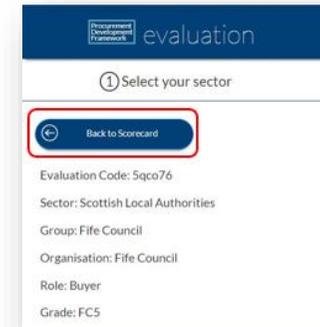
The screenshot shows a table titled 'Infrastructure Foundations'. The table has columns for Competency, My Score, Benchmark, CIPS, and Training. The row for 'Corporate strategy' has a score of 1, a benchmark of 1, and CIPS codes 1.1 (T) and 2.1 (T). The Training column contains a link to 'CIPS e-learning: Procurement and supply functions'. Below the table is a text box for notes with 'N/A' entered and a 'Save Note' button highlighted with a red box.

Competency	My Score	Benchmark	CIPS	Training
Corporate strategy	1	1	1.1 (T) 2.1 (T)	CIPS e-learning: Procurement and supply functions

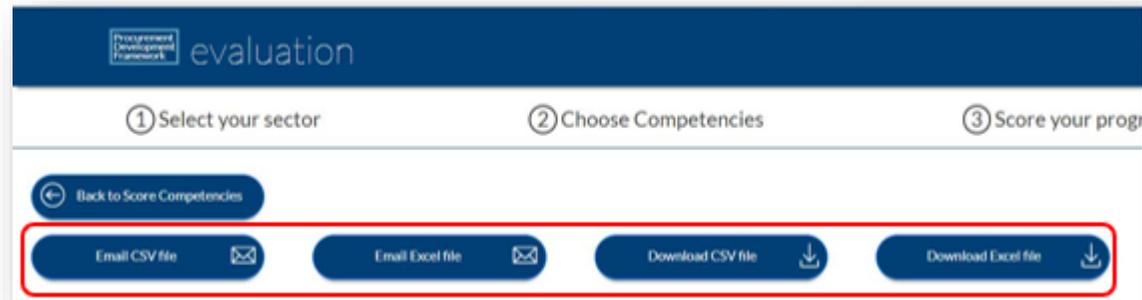
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- Once you have added any comments and/or want to email or download your report, click on **'Back to Scorecard'**



- You can now **Email or download reports in Excel or .CSV format**



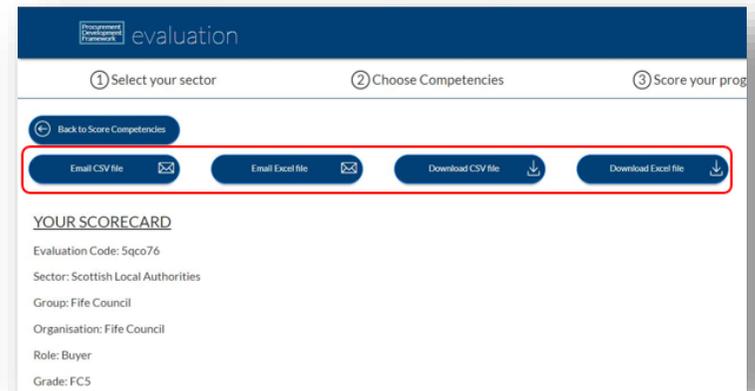
- You can also view **charts** which you can **download in PDF** and/or go back to **Score Card**



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- Now you can **Email** or **download** your report



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### 5. Restart/Resume/Access your Scorecard

To access your scorecard from another device OR to re-access at a later date simply go to the portal homepage

- **You will see 3 on screen options.**
- **Restart** –
  - Start a **new self-assessment** with a newly allocated code. Note that doing so leaves all your scores and notes at the old code
- **Resume** –
  - **Continue** with your self-assessment under your **current code**. You can complete your assessment across devices and in manageable chunks, rather than all at once
- **Enter Code** –
  - You can **enter your code** to access your profile on any device
  - Or if you are a manager you can enter the code given to you by your member of staff and view their self-assessment
  - You can make comments on their scoring and development plan in the free text box
- Simply follow the **onscreen instructions** and complete as per the steps outlined within this guide



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