P05 - INTRODUCTION TO PUBLIC PROCUREMENT

LEVEL	DURATION	METHOD
Awareness/ Foundation	1 day	Training course

OVERVIEW

Understanding public procurement is vital for all staff working with public funds, contracts and related policy areas. On completion of this course attendees will have gained knowledge and understanding of public procurement. They will also be able to understand key terms, concepts and the Scottish procurement landscape.

AUDIENCE & FORMAT

This course is for staff who are new to the procurement function or to public sector procurement. It is also useful for those who operate within a devolved procurement environment, for example managing low-risk/low-value purchases as part of their overall duties. The content is presented by a trainer and supported by group work on a Route 1 procurement case study. Training notes are supplied for reference.

COURSE CONTENT

- Definition of procurement – role, responsibilities, challenges
- Differences between the public and private sectors
- Establishing good relationships and managing stakeholders
- Ethical issues relating to procurement
- Legislative requirements relating to procurement
- Sustainability in procurement
- The Procurement Journey, with a focus on Route 1 procurement
- The Scottish Model of Procurement
- The Scottish Procurement Landscape and the Reform programme

OUTCOMES

On completion of this course attendees will:

- ☑ Be able to explain the basics of Route 1 of the Procurement Journey

- ☑ Be aware of the general environment within which public sector procurement in Scotland operates and the Scottish Model of Procurement

- ☑ Know the basics of Goods, Services and Works

- ☑ Know the basics of procurement and the main differences between procurement in the public and private sectors

- ☑ Understand the importance of establishing good relationships

- ☑ Understand the procurement processes of the Procurement Journey.

Relevant Competencies

PROCUREMENT JOURNEY

▪ Non-Specific	▪ General application