

DIPLOMA IN PROCUREMENT AND SUPPLY MANAGEMENT

1. PROGRAMME INFORMATION

Officers of Purchasing and Supply Cadre need to be fully conversant with new techniques to manage the purchasing and supply function so that delivery of the service is done in a more efficient and effective way thereby reducing cost and increasing productivity. Moreover, according to the new scheme of service of officers of the Purchasing and Supply Cadre, officers have to successfully complete a Certificate and Advanced Certificate Course to qualify for promotions to the grade of Higher Purchasing and Supply Officer and Chief Purchasing and Supply Officer, respectively. Consequently, in order to meet these requirements and to maintain relativity with the Personnel and Finance Cadres who have adopted Diploma courses, it has been proposed to mount a course leading to Diploma in Purchasing and Supply Management with an **exit point at level 1** which would enable them to qualify for the award of a Certificate.

2. PROGRAMME AIM

The *programme* which is work-oriented is designed to equip officers of the Purchasing and Supply Cadre with techniques to enable them to perform efficiently in a global changing environment. At the end of the *programme* the officers should be fully conversant with and be able to apply the following knowledge acquired:-

- Purchasing, warehousing and stock control
- Public Procurement Procedures and Legal Aspects
- Business and Economic Environment
- Ethics and social responsibility
- Occupational Health and Safety
- Information and Communication Technology
- Study skills for further development

PART 1
REGULATIONS

D. General Entry Requirements

As per UTM 'Admissions Regulations' and 'Admission to Programmes of Study at Degree Level'

E. Programme Entry Requirements

Either

- (i) Cambridge School Certificate, with credits in 5 subjects including English and Mathematics and at least 3 years relevant work experience in the field.

And / Or

- (ii) Cambridge Higher School Certificate with at least 2 'A' level subject

F. Programme Mode and Duration

Part Time: 2 1/2 Years

G. Teaching and Learning Strategies

The programme will employ a wide variety of teaching methods, including lectures, individual or group projects, presentations, workshops, case studies, field visits, work placement and talks by guest speakers. Self-learning will be the key feature of the programme, enabling students to explore, investigate and research into the various topics, interact with practitioners, and work in teams on projects.

H. Student Support and Guidance

In addition to traditional lectures, group tutorials or individual tutorials are arranged for students.

I. Attendance Requirements

As per UTM's Regulations and Policy

J. Credit System

Modules can carry 3 or 4 credits as per the programme structure. Irrespective of the number of credits allocated, each and every module will be assessed on 100 marks. Modules with 4 credits must **compulsorily** involve submission of at least 2 assignments.

Exit Points:

Minimum credits required for the award of a :

- Certificate 36
- Diploma 72

K. Student Progress and Assessment

For the award of the Diploma all modules must be passed overall with passes in the examinations, coursework and other forms of assessment. All modules will carry 100 marks and will be assessed as follows (unless otherwise specified):

Written examinations up to 2-hours' duration and continuous assessment carrying up to 30% of total marks. Continuous assessment can be based on seminars, practical labs and/or assignments or class tests.

Grading

Undergraduate / Postgraduate		
Overall Marks	Grade	Remarks
$70 \leq X < 100$	A	Excellent
$60 \leq X < 70$	B	Very Good
$50 \leq X < 60$	C	Good
$40 \leq X < 50$	D	Satisfactory
$X < 40$	F	Deferred

L. Evaluation of Performance

The percentage mark at Level 1 contributes a 20% weighting towards the degree classification.

The percentage mark at Level 2 contributes a 30% weighting towards the degree classification.

The percentage mark at Level 3 contributes a 50% weighting towards the degree classification.

M. Award Classification

$y \geq 70$	1st Class Honours
$60 \leq y < 70$	2 nd Class 1st Division Honours
$50 \leq y < 60$	2 nd Class 2 nd Division Honours
$45 \leq y < 50$	3rd Class Honour
$40 \leq y < 45$	Pass Degree
$y < 40$	No Award

N. Programme Organisation and Management¹
 Programme Director and Coordinator: M.P Odit

Part II - Programme Structure

Diploma in Procurement and Supply Management

PROGRAMME STRUCTURE AND PLAN

YEAR 1							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L T	Credits	Code	Modules	Hrs/Wk L T	Credits
PROC 1403	<i>Procurement Principles I</i>	2 + 1	3	ACCF 1101	<i>Accounting for Decision Making</i>	2 + 1	3
QUAN1208	<i>Quantitative Techniques and Statistics</i>	2 + 1	3	MGMT1408 1	<i>Machinery of Government</i>	2+ 1	3
MGMT1130	<i>Management Principles and Practices</i>	2 + 1	3	MGMT1315	<i>Productivity and Quality Management</i>	2 + 1	3
PRSC 1204	<i>Inventory Management</i>	2 + 1	3	PRSC 2109	<i>Managing Bidding Documents</i>	2 + 1	3
PROC 1404	<i>Business Environment in Procurement & Supply</i>	2 + 1	3	LLAW 1408	<i>Legal Framework</i>	2 + 1	3
<i>→Start of Level 1</i>							
YEAR 2							
Semester 1				Semester 2			
Code	Modules	Hrs/Wk L T	Credits	Code	Modules	Hrs/Wk L T	Credits
PRSC 2205	<i>Storage and Warehouse Management</i>	2 + 1	3	PROC 2407	<i>Sustainable Public Procurement</i>	2 + 1	3
ACCF1104	<i>Cost and Management Accounting</i>	2+ 1	3	MGMT2301	<i>Strategic Management</i>	2 + 1	3
MMIS2202	<i>Information Systems in organisations</i>	2+ 1	3	LLAW 2315	<i>Contract Management</i>	2+1	3
PROC 2405	<i>Performance Management in Procurement & Supply</i>	2 + 1	3	PROC 2406	<i>Effective Communications in P & S</i>	2 + 1	3
LLAW 2314 5	<i>Public Procurement Law</i>	2+ 1	3	PROC 2409	<i>Procurement Principles II</i>	2+ 1	3
<i>Finish of Level 1 →</i>				<i>→Start of Level 2</i>			

YEAR 3							
<i>Semester 1</i>				<i>Semester 2</i>			
Code	Modules	Hrs/Wk L T	Credits	Code	Modules	Hrs/Wk L T	Credits
PROC 2408	<i>Negotiations in Procurement & Supply</i>	2 + 1	3				
PROC 2410	<i>Integrity in Procurement & Supply</i>	2 + 1	3				
MMIS 2302	<i>E-Procurement</i>	2 + 1	3				
PROC 2411	<i>International Procurement</i>	2+ 1	3				
<i>Finish of Level 2</i> →							

OUTLINE SYLLSBUS

YEAR 1, SEMESTER 1

PROC 1403 Procurement Principles 1

Objectives of Procurement System, Principles of Procurement, History of procurement function: from administrative to strategic, value added role, Procurement Cycle, Procurement Planning, Purchasing Mix: Six Rights, Selecting the right supplier, Source of information and process, Supplier appraisal/vendor capability, Bidding process.

QUAN 1208 Quantitative Techniques and Statistics

Elementary concepts in mathematics; Fundamentals of Decision Theory and Decision Trees; Linear Programming: Graphical and Simplex Method, Sensitivity Analysis; Transportation Models; Assignment Models; Network Analysis; Queuing Theory; Markov Processes; Simulation Modelling; Mathematics of Finance; Data and Statistical thinking; Interpretation and presentation of data, including measures of location and dispersion; Probability; Random variables and Probability Distributions; Confidence interval and testing of hypothesis; Time Series Analysis

MGMT 1130 Management Principles and Practices

Principles of Management, Motivation, Communications, Delegation, Job Creation; Job analysis; Job description; Recruitment and Selection; Induction; Organisational Commitment; Training and Development; Performance Appraisal; Group behaviour and group dynamics; 'Learning Organisation', Internal and External Communication, Written communications, Oral presentations Communications flow within the organization, Digital communications

PRSC 1204 Inventory Management

Inventory Management concept, Stockholding policies, Delighting Customers (internal & externa), Customer focus, Stock Control Techniques: Order Point and Periodic Replenishment, EOQ, Minimum Stock/Reorder levels, maximum levels, Lean Supply, Control of stock range, Categorisation, Standardization and variety reduction, Addition and deletion of items, Benchmarking, Stocks taking and stock Audit, Forecasting, FIFO and LIFO concepts

PROC 1404 Business Environment for Procurement & Supply

Types of Organisations; Business Purpose: Organisational objectives, Stakeholders in the modern mixed economy; The competitive environment: Demand and supply in a purchasing and supply context. Market structure and its impact on purchasing and supply decisions, Competition and regulation; Organisational Structure and Culture, Threats and Opportunities, Understanding the Broader Business Environment, Economic factors, PESTLE, Impact of technology, Corporate Responsibility and the Purchasing Environment, Business ethics: Stakeholders theory, social norms and the ethics business

ACCF 1101 Accounting for Decision Making

The need and different roles of accounting information, The basic framework. Accounting concepts and users of accounts, Recording and summarizing transactions, Preparing final accounts, Adjustments to final accounts. Capital and revenue distinction, Bank reconciliation statement and control accounts, Accounting ratios and interpretations, Accounting for internal decision making, Accounting for materials and valuation of stock, Decision Making techniques

MGMT 1408 Machinery of Government

Public Policy, Accountability and Responsibility, Role and Responsibilities of Accounting Officers, Good Governance, Efficient use of resources, National Audit Office, Public Accounts Committee, Programme Based Budget, Performance Management System, Resource Allocation and control, Role of Internal Control

PRSC 2109 Managing Bidding Documents

World Bank rules and SBDs, Scope & structure of SBD, Procurement of goods RFQ, Procurement of goods RB, Procurement of goods OAB 1, Procurement of goods OAB 2, Procurement of services RFQ, Procurement of services OAB 1, Procurement of services OAB 2, Procurement of Consultancy services, Procurement of works RFQ, Procurement of works OAB 1, Procurement of works OAB 2

MGMT 1315 Productivity and Quality Management

Concepts and definition of Productivity, Measures of productivity, Productivity Management Systems, Philosophy and Concepts of Quality, Definitions of Quality: Conformance to specifications, Fitness for purpose, Reliability, Durability, Sales of Goods Act 1979, Total Quality Management, Tools and Improvement cycle, Quality Management Systems, ISO 9000, Quality Assurance, Service Quality on Public Sector

LLAW 1408 Legal Framework

The Legal system of Mauritius, The Public Procurement Legal framework in Mauritius, Contract Law in different jurisdictions, Formation of procurement contract in Mauritius, Case laws and courts, An overview of legislations related to Public Procurement in Mauritius: Competition Act, Fair Trading Act, Consumer Protections Act, Occupational Health and Safety Act, Electronic Transactions Act, The Environment Protections Act, Prevention of Corruption Act, UNCITRAL Model Law and WTO GPA

ACCF 1104 Cost & Management Accounting

Cost Concepts, Cost Behaviour and Cost ascertainment, Accounting for Overheads and Activity-Based Costing, Costing Systems and Costing Principles (Absorption and Marginal costing) Contribution Analysis and its application to short-term decision making; Break-even analysis. Relevant Costing, Budgeting, Standard Costing and Variance analysis; Modern trends in Cost and Management Accounting

MMIS 2202 Information Systems in Organisations

Role of information in organizations: communication, control and reporting. Formal and informal networks; Survey of classes of applications in organizations; Basic transaction processing systems; OLTP, Database systems and OLAP; Executive information systems, Knowledge based systems, DSS and MIS; Office automation; Document flow systems and other groupware; Data warehousing and data mining; Corporate intranets, VPNs and VLNs

PRSC 2205 Storage and Warehouse Management

Importance of Storage and Warehouse Management, Costs involved, Design and Layout of warehouses, Organisational Units and Master Data in Warehouse Management, Shelving and Racking, Codification, Mapping goods receipt and goods issue processes, Configuring the interface between Inventory Management and Warehouse Management, Batch Management and Quality Management in the warehouse, Delivery process using Warehouse Management., ICT in Storage and Warehouse Management, Health and Safety, Proper House Keeping, Legal aspects

PROC 2405 Performance Management in Procurement & Supply

Key Measurement Areas, Key Measurement Indicators, Key Measurement Results, The contribution of the Public Body in the provision of: Funds, Human resource, Logistics (warehouse, motor vehicles, etc), Training (TNA), motivation, The contribution of the purchaser in: personal development, commitment for excellence, 5 R's, Observing stock levels, EOQ, Service levels, Best practices, Ethics and Code of conduct, The contribution of suppliers: Ray Carter's 10 c's /cost commitment cleanliness/control consistency culture/cash flow communications competence, Suppliers capabilities, Integrity, Transparency.

LLAW 2314 Public Procurement Law

Overview of the PPA and Regulations, Scope of Application, Role and Functions of the Procurement Policy Office Central Procurement Board and Independent Review Panel, Procurement Methods, Bidding Process, Challenge and appeal, Contents of Contract, Procurement Integrity, Disqualification and Debarment procedures, Compliance and Reporting Requirements

PROC 2407 Sustainable Public Procurement

Sustainable Development: historical perspective, basic concepts, 3 pillars, sustainable consumption and production, Sustainable public procurement, Development of a sustainable procurement programme: the MTF Approach to SPP, Application of SPP at various stages of a procurement cycle, Life cycle costing for procurement of goods, Life cycle costing for procurement of works and services, SPP in various jurisdictions, SPP in Mauritius: the Mauritius SPP Action plan, Successful Case studies on SPP, Implementing SPP: Practical examples

MGMT 2301 Strategic Management

Strategic Planning: Tools & Techniques, Managing in a business context, Stakeholder analysis. Environmental scanning : SWOT analysis, value chain, port folio analysis(BCG Matrix, GE Matrix). Strategy formulation: Ansoff Matrix, Porter's Generic Strategies(cost leadership, differentiation, focus) , identification and evaluation of strategic alternatives. Strategy implementation: framework for understanding and implementation issues. Tactical aspects of strategy implementation; Strategy evaluation & control. Integrative case analysis.

LLAW 2315 Contract Management

Contract administration – overview, Formation of Contracts, Model contracts, Obligations of suppliers/public bodies, Role and responsibilities of Project management, Securities, Contract modifications, Time management, Liquidated Damages, certification & payment, Termination of contract, Remedies, Dispute resolution, Relationship Management, Performance measurement

PROC 2406 Effective Communications in Procurement and Supply

Definition of Communications/Communication and Organisations Purpose, Theory and models of communications, Sender/message/receiver, Verbal and non-verbal communications, Essential communications skills, Written communications: Letters, Minutes, report writings, drafting etc, Oral presentations, Communications flow within the organization, Digital communications, Effective communications under PPA 2006: Supplier Relationship, Invitation to Bids, Clarifications, Communication between public bodies and suppliers, Debriefing, Performance Appraisal and Contract management

PROC 2409 Procurement Principles II

Procurement in Primary, Secondary and Tertiary Sector; Procurement of low value (including MRO items) and capital items (Life cycle costing) items, Buying services: SLA and KPI, Buying Internationally: Benefits and challenges, Offsets: Counter trade and Reciprocal Trading, Procurement Agencies, Procurement Structure: Centralisation, Decentralisation and Hybrid, Purchasing Evolution & Development, Strategic role of Procurement and added value, Procurement and Supply chain.

MMIS 2302 E-Procurement

Electronic Commerce: History of EC, Electronic Commerce Terms, Electronic Markets, Electronic Business models, E-Governance, M-commerce and WAP, Procurement: Traditional Methods v/s EProcurement, Types of E-Procurement, eAuctions; eTendering, Procurement Cards, Major Components of E-Procurement , Benefits and challenges, Legal Issues and Electronic Contracts, Security Aspects: Encryption and Decryption, Authentication and Identification, Security; Solutions Payment Infrastructure: Electronic Payment, implementing eProcurement in Mauritius: Phase approach, practical sessions.

PROC 2408 Negotiations in Procurement and Supply

Principles of negotiation, Three-phase of negotiation, Negotiation of variables, Positions and interests, Types of negotiators, Preparation of negotiation, Relationship building, Information gathering, Information using bidding, closing, implementation, BATNA, Building the cost, Market survey, Collaborative and Distributive Negotiation Styles, Negotiations under PPA 2006

PROC 2410 Integrity in Procurement and Supply

Integrity in Procurement and Supply: Bribery, collusion and conflict of interest, Responsibility and Accountability, Code of Ethics, Promoting Integrity in Public Procurement: Good Governance, Transparency, Cultural change, costs of corrupt practices, Legal requirement: PPA, POCA, etc. ICT & Integrity

PROC 2411 International Procurement

The international perspectives, Free Trade Blocs and Common Market, Free Trade Zones, International Purchasing Procedure, International Procurement contracts: management of contracts, Complexities, Terms and conditions, Risks in International Procurements, Dispute Resolution, Methods of Payment: Letter of Credit, Cash against Documents, Role of Customs and Excise Departments, Management of currency fluctuation, Globalisation, Countertrade, Hedging, INCOTERMS 2010