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| **Module Title** | **Procurement and Contract Management** | | | **Date of Approval** | | | | | Click here to enter a date. | | |
| **Module Code** | 4BM506 | **Module Level** | | | 4 | | | **Credit value** | | | 30 | |
| **Module Delivery**  **Mode** | Online/Distance | | Blended/Face to Face | | | | Work-Based Learning | | | | |
| HTQ Apprenticeship | | | | | Hours of work experience: Choose an item. | | | | | |
| **Module Description** | The module aims to assist students in grasping the dynamics among stakeholders involved in acquiring, designing, and delivering projects in complex environments whilst adapting to evolving client needs. It delves into the contractual obligations of these stakeholders and emphasizes key aspects such as cost, time, and quality/output, prompting consideration of effective administrative approaches.  Another focus of this module is to foster a conceptual comprehension of logistics and supply chain management practices and their impact on business performance. It underscores the significance of a robust logistics and supply chain management framework for securing sustainable competitive advantages. Furthermore, it provides insights into the critical role of procurement and supply chain management within different sectors. Specifically, students will develop an understanding of various procurement management approaches across diverse organisational contexts, as well as concepts such as supply chain value addition, risk assessment in supply chains, product and customer categorization, and supplier evaluation. | | | | | | | | | | |
| **Module Learning Outcomes** | On successful completion of the module, learners will be able to:   1. Analyse the procurement cycle and identify opportunities for maximising benefits through the effective establishment and management of contracts 2. Discuss the critical role of supplier selection, development, and management in establishing high-performing supply chains 3. Examine how contracts are used to safeguard the interests of the parties involved and identify and apply key contract administration procedures | | | | | | | | | | |
| **Module Content** | **Procurement**  Procurement methods and client requirements; regulatory environment, consultant roles; tendering and selection of constructors; entering agreements, documentation using standard forms of contract. Flow down of contractual requirements, value engineering, different pricing agreements (TCIF, Fixed, Firm), Storage / inventory strategies (whole lifecycle – TCA), key stages in the sourcing process, production strategies. Procurement reporting and standardisation of programme procurement  Using balanced scorecards,  **Negotiation techniques**  Different approaches to negotiation, (LAA, MDO, BATNA), power balance & game theory. Managing stakeholders and conflict.  **Supply Chain Management**  Supply chain capacity management, demand signals, smoothing (bullwhip effect), importance of forecasting for business planning and the subsequent effect on cost and efficiency to stock. Hierarchies of planning. Supplier quality management and risk management including risk identification, assessment, mitigation. Supplier evaluation and assessment. Managing supply chains across a programme.  **Contract Administration**  Roles and responsibilities of contractual and non-contractual stakeholders; contractual award, communicating information and keeping records; responsibility for safety, quality and defects; Instructions and variations; notifications; certificates  **Time Management**  Possession and completion dates; sectional completion; postponement and determination; programmes; disruption and extension of time; damages for non-completion; incentives and guarantees.  **Financial Administration**  Cost planning, Periodic payments; evaluating work in progress and materials; accounting for variations; fluctuations in resource costs; reimbursement for loss and expense; payment procedures; retention; final payment, contingency planning. Purchasing management in Programmes.  **Dispute Management**  Sources of disputes; administrator's role; resolution protocols The English Legal System The Law of contract, nature of torts, vicarious liability, negligence, trespass, nuisance, fire, statutory duties.  **Law Relating to Sale of Goods Outlined**  Terms implied, unfair terms, order for supply of construction goods and services, contracts for sale of goods and services, warranties and guarantees, bailment and carriage of goods.  **Law Relating to Negligence and Professional Indemnity Insurance**  Personal Development Curriculum  Employability skills are developed by discussing project managers working in and leading and managing teams, considering how to manage conflict and understanding the impact of politics/influence of stakeholders.  English skills are developed considering language, negotiation skills and communication and their important in procurement, contract management and managing conflict.  Maths and Numeracy skills development through commercial assessment of contracts and suppliers.  ICT skills are developed by introducing apprentices to key organisational systems to access financial data and information. Apprentices may also access procurement and tendering software.  FBV – There is focus on the rule of Law, in relation to English Legal system, sale of goods, negligence and professional indemnity. Apprentices discuss organisational policies and the student’s role in developing them.  Knowledge, skills and Behaviours  K1.1, K1.2, K3.1, K3.2, K8.1, K8.2, K8.3, K8.4, K11.1  S1.2, S3.1, S3.3, S3.4, S4.1, S4.2, S4.3, S6.1, S6.2, S8.4  B1.1, B1.2, B2.1, B2.3, B3.1, B3.3, B4.1, B4.2, B5.1, B5.2, B6.1, B6.2  End Point Assessment  This module is mapped to the APM Standards and Standard for Project Manager Degree Apprenticeship. Students will gather evidence towards the integrated EPA. | | | | | | | | | | |
| **Module Learning and Teaching** | Scheduled Learning and Teaching Activities | | | | | | | | | 25% | |
| Guided Independent Study | | | | | | | | | 25% | |
| Placement/Work Based Learning | | | | | | | | | 50% | |
| **Module Assessment** | **Component 1**: COURSEWORK  Summary of Assessment Method: An individual assignment based on identifying a client's requirements for a project and justifying a proposed procurement route (1500 words).  Weighting: 50%  Assesses Learning Outcomes: 1,2  Evidences KSBs:  K1.1, K1.2, K3.1, K3.2, K8.1, K8.2, K8.3, K8.4, K11.1,  S1.2, S3.3, S3.4, S5.1, S6.1, S8.4,  B1.1, B1.2, B2.1, B2.3, B4.1, B4.2, B4.3, B5.1, B5.2, B6.1, B6.2  **Component 2**: COURSEWORK  Summary of Assessment Method: An individual assignment based on the tendering and administration of contracts to include the legal aspects. A case study may be given with the assignment brief. (1500 words)  Weighting: 50%  Assesses Learning Outcomes: 3  Evidences KSBs:  K1.1, K1.2, K8.2, K8.4, K11.1,  S1.2, S5.1, S6.1, S6.2,  B1.1, B1.2, B2.1, B2.3, B4.1, B4.2, B4.3, B5.1, B5.2, B6.1, B6.2  **The end point assessment is Integrated.** | | | | | | | | | | |
| **Reading List** | Reading lists are available via the university online reading platform: <https://derby.leganto.exlibrisgroup.com/leganto/readinglist/searchlists?auth=SAML> | | | | | | | | | | |