



OTHM LEVEL 4 DIPLOMA IN LOGISTICS AND SUPPLY CHAIN MANAGEMENT

Qualification Number: 603/4531/7

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QUALIFICATION OBJECTIVES

The objective of the OTHM Level 4 Diploma in Logistics and Supply Chain Management is to develop learners' understanding of theory and practice relating to their role in this sector. The qualification will provide learners with an opportunity to engage with the challenges facing professionals and policy makers in their own country. It will provide knowledge that underpins the ability to work as an effective practitioner in the logistics and supply chain sector. The units combine both theoretical and practical knowledge in the profession and will develop and enhance knowledge and skills in the areas of effective performance, planning and accountability, development and team working. Learners will be able to work in a variety of roles within logistics and supply chain management.

QUALITY, STANDARDS AND RECOGNITIONS

OTHM Qualifications are approved and regulated by Ofqual (Office of Qualifications and Examinations Regulation). Visit register of [Regulated Qualifications](#).

OTHM has progression arrangements with several UK universities that acknowledges the ability of learners after studying Level 3-7 qualifications to be considered for advanced entry into corresponding degree year/top up and Master's/top-up programmes.

REGULATORY INFORMATION

Qualification Title	OTHM Level 4 Diploma in Logistics and Supply Chain Management
Qualification Ref. Number	603/4531/7
Regulation Start Date	30/04/2019
Operational Start Date	06/05/2019
Duration	1 Year
Total Credit Value	120 Credits
Total Qualification Time (TQT)	1200 Hours
Guided Learning Hours (GLH)	480 Hours
Sector Subject Area (SSA)	04.3 Transportation operations and maintenance
Overall Grading Type	Pass / Fail
Assessment Methods	Coursework
Language of Assessment	English

EQUIVALENCES

OTHM qualifications at RQF Level 4 represent practical knowledge, skills, capabilities and competences that are assessed in academic terms as being equivalent to Higher National Certificates (HNC) and Year 1 of a three-year UK Bachelor's degree programme.

QUALIFICATION STRUCTURE

The OTHM Level 4 Diploma in Logistics and Supply Chain Management qualification consists of 6 mandatory units for a combined total of 120 credits, 1200 hours Total Qualification Time (TQT) and 480 Guided Learning Hours (GLH) for the completed qualification.

Unit Ref. No.	Unit title	Unit Level	Unit Credit	ECTS	GLH	TQT
R/617/6015	Financial Accounting and Analysis	4	20	10	80	200
Y/617/6016	Introduction to Models and Frameworks for Operations Management	4	20	10	80	200
D/617/6017	Management and Organisational Behaviour	4	20	10	80	200
H/617/6018	Introduction to Business Economics	4	20	10	80	200
K/617/6019	Introduction to Production and Operations Management	4	20	10	80	200
D/617/6020	Purchasing and E-Procurement	4	20	10	80	200
Total:			120	60	480	1200

DEFINITIONS

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected to be required in order for a Learner to achieve and demonstrate the achievement of the level of attainment necessary for the award of a qualification.

Total Qualification Time is comprised of the following two elements –

- a) *the number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and*
- b) *an estimate of the number of hours a Learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but, unlike Guided Learning, not under the Immediate Guidance or Supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.*

(Ofqual 15/5775 September 2015)

Guided Learning Hours (GLH) is defined as the hours that a teacher, lecturer or other member of staff is available to provide immediate teaching support or supervision to a student working towards a qualification.

Credit value is defined as being the number of credits that may be awarded to a Learner for the successful achievement of the learning outcomes of a unit. One credit is equal to 10 hours of TQT.

ENTRY REQUIREMENTS

For entry onto the OTHM Level 4 Diploma in Logistics and Supply Chain Management qualification, learners must possess:

- Relevant NQF/QCF Level 3 Award/Diploma or at the level of GCE/GCSE or equivalent
- Learner must be 18 years or older at the beginning of the course
- Mature learners (over 21) with management experience (learners must check with the delivery centre regarding this experience prior to registering for the programme)
- **English requirements:** If a learner is not from a majority English-speaking country must provide evidence of English language competency. For more information visit [English Language Expectations](#) page.

PROGRESSION

Successful completion of OTHM Level 4 Diploma in Logistics and Supply Chain Management provides learners with the opportunity for academic progressions to a wide range of undergraduate programmes including OTHM Level 5 diplomas. For more information visit the [University Progressions](#) page

DELIVERY OF OTHM QUALIFICATIONS

OTHM do not specify the mode of delivery for its qualifications, therefore OTHM Centres are free to deliver this qualification using any mode of delivery that meets the needs of their Learners. However, OTHM Centres should consider the Learners' complete learning experience when designing the delivery of programmes.

OTHM Centres must ensure that the chosen mode of delivery does not unlawfully or unfairly discriminate, whether directly or indirectly, and that equality of opportunity is promoted. Where it is reasonable and practicable to do so, it will take steps to address identified inequalities or barriers that may arise.

Guided Learning Hours (GLH) which are listed in each unit gives the Centres the number of hours of teacher-supervised or direct study time likely to be required to teach that unit.

ASSESSMENT AND VERIFICATION

All units within this qualification are internally assessed by the centre and externally verified by OTHM. The qualifications are criterion referenced, based on the achievement of all the specified learning outcomes.

To achieve a 'pass' for a unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria. Judgement that the learners have successfully fulfilled the assessment criteria is made by the Assessor.

The Assessor should provide an audit trail showing how the judgement of the learners' overall achievement has been arrived at.

RECOGNITION OF PRIOR LEARNING AND ACHIEVEMENT

Recognition of Prior Learning (RPL) is a method of assessment that considers whether learners can demonstrate that they can meet the assessment requirements for a unit through knowledge, understanding or skills they already possess and do not need to develop through a course of learning.

RPL policies and procedures have been developed over time, which has led to the use of a number of terms to describe the process. Among the most common are:

- Accreditation of Prior Learning (APL)
- Accreditation of Prior Experiential Learning (APEL)
- Accreditation of Prior Achievement (APA)
- Accreditation of Prior Learning and Achievement (APLA)

All evidence must be evaluated with reference to the stipulated learning outcomes and assessment criteria against the respective unit(s). The assessor must be satisfied that the evidence produced by the learner meets the assessment standard established by the learning outcome and its related assessment criteria at that particular level.

Most often RPL will be used for units. It is not acceptable to claim for an entire qualification through RPL. Where evidence is assessed to be only sufficient to cover one or more learning outcomes, or to partly meet the need of a learning outcome, then additional assessment methods should be used to generate sufficient evidence to be able to award the learning outcome(s) for the whole unit. This may include a combination of units where applicable.

EQUALITY AND DIVERSITY

OTHM provides equality and diversity training to staff and consultants. This makes clear that staff and consultants must comply with the requirements of the Equality Act 2010, and all other related equality and diversity legislation, in relation to our qualifications.

We develop and revise our qualifications to avoid, where possible, any feature that might disadvantage learners because of their age, disability, gender, pregnancy or maternity, race, religion or belief, and sexual orientation.

If a specific qualification requires a feature that might disadvantage a particular group (e.g. a legal requirement regarding health and safety in the workplace), we will clarify this explicitly in the qualification specification.

UNIT SPECIFICATIONS

Financial Accounting and Analysis

Unit Reference Number	R/617/6015
Unit Title	Financial Accounting and Analysis
Unit Level	4
Number of Credits	20
Total Qualification Time (TQT)	200 hours
Guided Learning Hours (GLH)	80
Mandatory / Optional	Mandatory
Unit Grading Structure	Pass / Fail

Unit Aims

This unit provides students with an understanding of the basic accounting principles and techniques involved in the preparation of accounts and analysis required for the organisation.

Learning Outcomes and Assessment Criteria

Learning Outcomes- The learner will:	Assessment Criteria- The learner can:
1. Understand the purpose of accounting in business management.	1.1 Explain the meaning and fundamentals of accounting. 1.2 Analyse the relationship between accounting and other organisational functions in business management.
2. Understand journal entries of business transactions.	2.1 Explain journal entries of business transactions. 2.2 Explain the terms ledger postings and ledger balances in journal entries in business accounting.
3. Understand depreciation, provisions and reserves in business accounting.	3.1 Explain the concept of depreciation, provisions and reserves in business accounting. 3.2 Analyse different depreciation methods in business accounting.
4. Understand shares and share capital in business accounting.	4.1 Explain shares, share capital and Joint Stock Company in business accounting. 4.2 Analyse different types of shares and debentures in business accounting.

Indicative Content

Learning Outcome 1

Objectives and nature of accounting, definition and functions of accounting including bookkeeping, public accounting, the fundamental accounting equation, bookkeeping terms, double-entry bookkeeping system

Interrelationship of accounting with other disciplines in business management. Production in anticipation of demand, promotion, growth, contingencies, opportunities

Learning Outcome 2

Explaining the principles and processes of making journal entries.

Type of Accounts- Personal account, real account and nominal account; Golden Rules of Accounting; debit and credit transactions

Compound journal entries, opening entry, ledger posting and trial balance, preparation of ledger, cashbook, sales and purchase book, trial balance of journal entries in business accounting.

Learning Outcome 3

Concept of depreciation causes of depreciation, basic features of depreciation, provisions and reserves in business accounting and management.

Method of recording depreciation: Straight-line depreciation, Diminishing balance method, Annuity depreciation

Learning Outcome 4

Shareholder, valuation and dividend. Types of share: Shares outstanding, Treasury shares, issued shares, Shares authorised

Issue of shares at premium, issue of shares at discount, surrender of shares, issue of debentures in business accounting and management.

Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment criteria to be covered	Type of assessment	Word count (approx. length of coursework)
1 – 4	All under LO 1-4	Coursework	2500

Indicative Reading list

Glautier, Underdown and Morris. (8th edition, 2010). *Accounting: Theory and Practice*. Prentice Hall

Horngren, Sundem, Elliott, Philbrick. (11th edition, 2013). *Introduction to Financial Accounting*. Pearson

Introduction to Models and Frameworks for Operations Management

Unit Reference Number	Y/617/6016
Unit Title	Introduction to Models and Frameworks for Operations Management
Unit Level	4
Number of Credits	20
Total Qualification Time (TQT)	200 hours
Guided Learning Hours (GLH)	80
Mandatory / Optional	Mandatory
Unit Grading Structure	Pass / Fail

Unit Aims

The aim of this unit is to introduce students to frameworks used to inform systematic thinking on the alignment, design, implementation and operation of supply chains to promote their agility, adaptability and growth.

Learning Outcomes and Assessment Criteria

Learning Outcomes- The learner will:	Assessment Criteria- The learner can:
1. Understand operations and supply chain design in operations management.	1.1 Explain the process of operations and supply chain design in operations management. 1.2 Assess the context for operations and supply chain design in operations management.
2. Understand frameworks used in operations management.	2.1 Evaluate frameworks used for macro and micro levels of operations in operations management. 2.2 Assess the supply chain configuration in operations management.
3. Understand product and service design in operations in operations management.	3.1 Explain product and service designs in operations management. 3.2 Assess different aspects of product and service designs and facility layout in operations management.
4. Understand the operations tools used for industrial problems in operations management.	4.1 Analyse the use of operational tools to address industrial problems in operations management.

Indicative Content

Learning Outcome 1

Managing constraints and margins, Managing risk, Balancing strategic objectives with operational objectives, Opportunities to improve profits.

Supply chain cost vs customer responsiveness, Decision making supporting profitability of the company, Comparing alternate strategies, Modelling cost trade-offs.

Learning Outcome 2

The "efficient" supply chain model, The "fast" supply chain model, The "continuous-flow" model, The "agile" supply chain model, The "custom-configured" model, The "flexible" supply chain model and Supply Chain Operation Reference (SCOR) model.

Make-to-Stock, Make-to-Order, Engineer-to-Order or Project supply chains, Reverse Logistics supply chains.

Learning Outcome 3

Product and service design including Product design process, Demand-pull innovation and invention-push innovation.

Process and technology, facility layout, forecasting, capacity planning, production planning work in operations management.

Learning Outcome 4

Enterprises resource planning, scheduling, six sigma, project planning, quality planning and control work in operations management, the transformation role of operations management.

Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment criteria to be covered	Type of assessment	Word count (approx. length of coursework)
1 – 4	All under LO 1-4	Coursework	2500

Indicative Reading list

Slack N, Brandon-Jones, A and Johnson, R. (7th edition, 2013). *Operations Management*, Pearson

Hill T. (3rd edition, 2012). *Operations Management, Strategic Context and Managerial Analysis*. MacMillan

Management and Organisational Behaviour

Unit Reference Number	D/617/6017
Unit Title	Management and Organisational Behaviour
Unit Level	4
Number of Credits	20
Total Qualification Time (TQT)	200 hours
Guided Learning Hours (GLH)	80
Mandatory / Optional	Mandatory
Unit Grading Structure	Pass / Fail

Unit Aims

The aim of this unit is to introduce to students to the role of manager, and to provide knowledge of and exposure to concepts, theories and their application in the field of management.

Learning Outcomes and Assessment Criteria

Learning Outcomes- The learner will:	Assessment Criteria- The learner can:
1. Understand organisational behaviour	1.1 Explain the concept and nature of organisational behaviour. 1.2 Assess the challenges and opportunities in organisational behaviour in Management and Organisational behaviour.
2. Understand the functions of management in relation to organisational behaviour	2.1 Evaluate the principles of management influencing organisational behaviour. 2.2 Analyse the impact of management on strategic decision making.
3. Understand the use of management planning	3.1 Explain the planning process used in the management of organisational behaviour. 3.2 Evaluate the contribution of scope and objectives in the management planning process.
4. Understand group behaviour in organisations.	4.1 Understand the role of group dynamics in group behaviour. 4.2 Evaluate the stages of group development in organisational behaviour.

Indicative Content:

Learning Outcome 1

Fayol's 14 Principles of Management

- To plan and forecast/Planning
- To organise/Organising
- To command/Commanding, Leading
- To coordinate/Coordinating
- To control/Controlling

Learning Outcome 2

Operational, tactical and strategic planning process.

Four primary actions related to the scope planning process:

- Scope Planning
- Scope Definition
- Scope Verification
- Scope Control

Objectives: minimizing expenses, expanding internationally, or making a profit.

Learning Outcome 3

Concept and nature of organisational behaviour

- Decision-making
- Teams
- Job-related attitudes and emotions
- Leadership
- Managerial roles
- Motivation
- Organisational culture

Challenges and opportunities in organisational behaviour

- Counterproductive work behaviour
- Employee mistreatment
- Abusive supervision
- Bullying
- Incivility
- Sexual harassment
- Occupational stress

Learning Outcome 4

The role of group dynamics

- Group membership and social identity
- Group cohesion
- Black sheep effect
- Group influence on individual behaviour
- Intergroup conflict

Stages of group development: Forming, Storming, Norming, and Performing - Bruce Tuckman's (1965) four-stage model.

Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment criteria to be covered	Type of assessment	Word count (approx. length of coursework)
1 – 4	All under LO 1-4	Coursework	2500

Indicative Reading list

Robbins, De Cenzo and Coulter, (9th Edition, 2016). *Fundamentals of Management: Essential Concepts and Applications*, Pearson Education

Robbins and Judge, (18th Edition, 2018). *Organisational Behaviour*, Pearson.

Introduction to Business Economics

Unit Reference Number	H/617/6018
Unit Title	Introduction to Business Economics
Unit Level	4
Number of Credits	20
Total Qualification Time (TQT)	200 hours
Guided Learning Hours (GLH)	80
Mandatory / Optional	Mandatory
Unit Grading Structure	Pass / Fail

Unit Aims

The aim of this unit is to give learners an understanding of the basic concepts and issues in business economics, exploring how they are applied.

Learning Outcomes and Assessment Criteria

Learning Outcomes- The learner will:	Assessment Criteria- The learner can:
1. Understand the concepts of economics	1.1 Explain the nature and scope of business economics. 1.2 Analyse the difference between business economics and economics.
2. Understand consumer behaviour and demand analysis in business economics	2.1 Explain the terms: <ul style="list-style-type: none"> ○ cardinal utility approach ○ diminishing marginal utility ○ law of equi-marginal utility in business economics and economics 2.2 Evaluate theories of demand in business economics. 2.3 Explain law of demand in business economics. 2.4 Explain measurement of elasticity of demand in business economics.
3. Understand the concept of theory of production in business economics	3.1 Explain the meaning of: <ul style="list-style-type: none"> ○ production in business economics ○ factors of production in business economics ○ production function in business economics. 3.2 Analyse the role of fixed and variable factors in economics. 3.3 Explain the law of variable proportion in economics. 3.4 Describe the law of returns to a scale in economics.
4. Understand the concept of cost analysis in business economics	4.1 Explain the concepts of: <ul style="list-style-type: none"> ○ cost in business economics ○ cost function in business economics ○ short-run in business economics ○ long-run cost in business economics 4.2 Analyse the economies and diseconomies of scale in business economics. 4.3 Explain the terms explicit and implicit cost in business economics.

Indicative Content

Learning Outcome 1

Factors contributing to the diversity of organisational structures and the relationships of firms with labour, capital and product markets

Economics - social science

Business Economics – applied science

Learning Outcome 2

Cardinal utility approach, diminishing marginal utility, law of equi-marginal utility

- Theory of Demand
 - Effective Demand
 - Latent Demand
 - Derived Demand
- The Law of Demand
 - Ceteris paribus assumption
 - The Demand Curve
- Types of elasticity
 - Price elasticity of demand (PED)
 - Price elasticity of supply (PES)
 - Cross elasticity of demand (XED)
 - Income elasticity of demand (YED)

Learning Outcome 3

- Factors of production
 - Land
 - Labour
 - Capital
 - Infrastructure
- Fixed Factors
 - Machines, factory buildings, plants, permanent employees etc.
- Variable Factors
 - Raw materials, labour, fuel, power etc.
- Law of variable proportion
- Law of returns to a scale

Learning Outcome 4

- Fixed and variable costs
- Long run cost
 - enter an industry in response to (expected) profits
 - leave an industry in response to losses
 - increase its plant in response to profits
 - decrease its plant in response to losses
- Short run cost
 - increase production if marginal cost is less than marginal revenue (added revenue per additional unit of output);
 - decrease production if marginal cost is greater than marginal revenue;

- continue producing if average variable cost is less than price per unit, even if average total cost is greater than price;
- shut down if average variable cost is greater than price at each level of outputs
- Short Run and Long Run Average Total Costs
- economies and diseconomies of scale
- explicit/implicit cost

Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment criteria to be covered	Type of assessment	Word count (approx. length of coursework)
1–4	All under LO 1–4	Coursework	2500

Indicative Reading list

Thomas and Maurice, (12th Edition, 2016). *Managerial Economics*. McGraw Education.

Mankiw, (8th Edition, 2017). *Principles of Economics*. Cengage Learning.

Introduction to Production and Operations Management

Unit Reference Number	K/617/6019
Unit Title	Introduction to Production and Operations Management
Unit Level	4
Number of Credits	20
Total Qualification Time (TQT)	200 hours
Guided Learning Hours (GLH)	80
Mandatory / Optional	Mandatory
Unit Grading Structure	Pass / Fail

Unit Aims

The aim of this unit is to enable students to develop a basic understanding of the concepts, theories and techniques of production and operations management.

Learning Outcomes and Assessment Criteria

Learning Outcomes- The learner will:	Assessment Criteria- The learner can:
1. Understand concepts of production and operations management.	1.1 Evaluate the importance of production and operations management in business. 1.2 Explain the concept and procedure of production planning and control in production and operations management.
2. Understand plant location and layout concepts in production and operations management.	2.1 Evaluate the factors affecting location. 2.2 Describe the criteria for site selection. 2.3 Analyse factors affecting plant layout 2.4 Compare and contest different types of layout in production and operations management.
3. Understand inventory management and the Just-In-Time (JIT) concept in production and operations management.	3.1 Explain the concept of inventory management and inventory control in production and operations management. 3.2 Analyse the factors affecting inventory control and Just-In-Time (JIT) in production and operations management.
4. Understand quality management systems used in production and operations management.	4.1 Explain the meaning of quality management in production and operations management. 4.2 Describe the phases of quality control in production and operations management. 4.3 Analyse the impact of quality and continuous improvement in production and operations management.

Indicative Content:

Learning Outcome 1

- Production

- Production through separation
- Production by modification or improvement
- Production by assembly
- The four stages or steps in production planning and control:
 - Routing,
 - Scheduling,
 - Dispatching,
 - Follow-up.

Learning Outcome 2

- Site selection criteria:
 - Accessibility
 - Security
 - Competition
 - Business Rates
 - Skill base in the area
 - Potential for growth
- The basic types of layouts: Product layout. Process layout. Fixed position layout. Cellular layout.

Learning Outcome 3

- Inventory examples
 - Manufacturing
 - Capital projects
 - Virtual inventory
 - FIFO vs. LIFO
- Just-in-time (JIT), Toyota Production System (TPS)
 - Just in case manufacturing
 - Just-in-time compilation
 - Ovsiankina effect
 - Theory of constraints
 - Total quality management

Learning Outcome 4

- Quality standards
 - ISO standards
 - BSI standards
 - CMMI and IDEAL methods
- Phases in Quality Control
 - QC approach places an emphasis on three aspects (enshrined in standards such as ISO 9001):
 - Elements such as controls, job management, defined and well managed processes, performance and integrity criteria, and identification of records
 - Competence, such as knowledge, skills, experience, and qualifications
 - Soft elements, such as personnel, integrity, confidence, organizational culture, motivation, team spirit, and quality relationships.
- Impact of quality and continuous improvement in production
 - Kaizen
 - ISO change from "continuous" to "continual"

Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment criteria to be covered	Type of assessment	Word count (approx. length of coursework)
1 – 4	All under LO 1-4	Coursework	2500

Indicative Reading list

Stevenson, (13th Edition, 2017). *Operations Management*. McGraw-Hill Education

Slack, Jones and Hohnston, (7th edition, 2013). *Operations Management*. Pearson

Purchasing and E-Procurement

Unit Reference Number	D/617/6020
Unit Title	Purchasing and E-Procurement
Unit Level	4
Number of Credits	20
Total Qualification Time (TQT)	200 hours
Guided Learning Hours (GLH)	80
Mandatory / Optional	Mandatory
Unit Grading Structure	Pass / Fail

Unit Aims

The aim of this unit is to provide students with an understanding of the principles, systems and best practices used in purchasing in their wider, strategic, supply chain and global contexts.

Learning Outcomes and Assessment Criteria

Learning Outcomes- The learner will:	Assessment Criteria- The learner can:
1. Understand the purchase cycle in purchasing and e-procurement.	1.1 Explain the purchase cycle in purchasing and e-procurement. 1.2 Explain the intra and inter-organisational processes involved in procurement in purchasing and e-procurement. 1.3 Assess the role of purchasing performance measures in purchasing and e-procurement.
2. Understand quality assurance in procurement in purchasing and e-procurement.	2.1 Analyse quality assurance approaches used in procurement in purchasing and e-procurement. 2.2 Explain the role of quality assurance in procurement in purchasing and e-procurement. 2.3 Assess value analysis techniques used in procurement in purchasing and e-procurement.
3. Understand the role of suppliers in procurement in purchasing and e-procurement.	3.1 Explain the role of suppliers in the procurement cycle in purchasing and e-procurement. 3.2 Assess supplier's quality management systems used in procurement in purchasing and e-procurement.
4. Understand the use of technology in purchasing and e-procurement.	4.1 Explain the role of technology in purchasing and e-procurement. 4.2 Assess e-procurement processes used in organisations in purchasing and e-procurement.

Indicative Content

Learning Outcome 1

- Purchase Order Cycle Steps
 - Purchase order creation
 - Budget check and RFP
 - Vendor qualification and selection

- Negotiation and PO dispatch
- Delivery and quality check
- PO Matching and closure
- Procurement vs. sourcing vs. acquisition
 - Acquisition process
 - Sourcing business models
 - Procurement software
 - Procurement life cycle
 - Procurement performance
- Role of purchasing performance measures
 - Purchasing Efficiency KPI
 - Purchasing Effectiveness KPI

Learning Outcome 2

Six Sigma — 6σ, PDCA — plan, do, check, act cycle, Taguchi methods, The Toyota Production System, Kansei Engineering, TQM, TRIZ — meaning "theory of inventive problem solving", BPR, OQRM

- Quality standards
 - ISO standards, ISO 9001:2008
 - BSI standards
 - CMMI and IDEAL methods
 - EFQM Excellence Model
 - RADAR logic
- Cost Analysis, Inventory Analysis, Suppliers Analysis, Maverick Spending, Delivery Time Analysis

Learning Outcome 3

Supplier quality management, Supplier appraisal, Supplier rating, Supplier development, Distribution, CSR, Supply Chain Management

ORACLE, SQL, Electronic Supplier Quality Management Systems.

Learning Outcome 4

Food and analytics, Public sector and AI, Manufacturing and machine-learning, Tourism and beacon technology, Defence and AI

Indent Management, Request For Proposal (RFP), Request For Information (RFI), Request For Bids (RFB) and Request For Quotes (RFQ), Bid Submission, Bid Opening and Evaluation, e-Auction, Vendor Selection and Finalization, Vendor and Contract Management.

Assessment

To achieve a 'pass' for this unit, learners must provide evidence to demonstrate that they have fulfilled all the learning outcomes and meet the standards specified by all assessment criteria.

Learning Outcomes to be met	Assessment criteria to be covered	Type of assessment	Word count (approx. length of coursework)
1 – 4	All under LO 1-4	Coursework	2500

Indicative Reading list

Baily, Farmer, Crocker, Jessop and Jones. (11th edition, 2015). *Procurement, Principles & Management*. Pearson.

Weele, (6th edition, 2014). *Purchasing and Supply Chain Management*. Cengage Learning.

IMPORTANT NOTE

Whilst we make every effort to keep the information contained in programme specification up to date, some changes to procedures, regulations, fees matter, timetables, etc may occur during the course of your studies. You should, therefore, recognise that this document serves only as a useful guide to your learning experience. For updated information please visit our website www.othm.org.uk.

You can call us on +44 (0)20 7118 4243 or email to info@othm.org.uk