

Quick guide to

Careers in Procurement



Renfrewshire
Council

What is Procurement?

Procurement involves buying a variety of things that organisations such as Renfrewshire Council require to deliver high quality services.

What kinds of things does the council buy (procure)?

Procurement is the process of buying:

Works – this relates to construction projects. For example, the refurbishment of a school, resurfacing of roads.

Goods – this relates to physical resources required by the council. For example school textbooks, computers.

Services – this relates to non-physical resources that support the council. For example social care services, school bus transport, waste disposal.

Public Sector and Private Sector Procurement

Public sector procurement has stricter governance than private sector procurement from the point of view that in the public sector must comply with government and EU regulations and procurement professionals must consider fair and transparent tendering processes for public spend.

Procurement in the public sector is more than obtaining the right goods at the right price at the right time, contributing to the wider aims and goals of an organisation in terms of sustainability, policy and innovative approaches.

Over recent years organisations in both the private and public sector have recognised the importance of procurement as a central business function. Procurement ensures that products, services and work are of quality and represent value for money.

Businessman and Apprentice star, Alan Sugar, believes procurement to be the third most important element to any business claiming “*First is the product, second is the selling and the third is buying*”.

Career Opportunities in Procurement

A career in procurement is rewarding and offers a number of benefits.

Benefits

- A number of varied and exciting roles with great career prospects exist within procurement.
- As a procurement professional, there will be opportunities to work with individuals from various different sectors to gain great cross-industry experience.
- Procurement professionals actively engage with senior management from the start of their career.
- A wide range of opportunities can be accessed and highly motivated individuals drive their career progression in procurement.

Is Procurement for you?

To join a team of procurement professionals at entry level, an individual will typically be able to demonstrate the following competencies:

- Effective communication skills
- Good planning & organisational skills
- Strong numeric & analytical skills
- Show initiative
- Team working skills

Joining the procurement profession

There are a number of routes that an individual can take to become a procurement professional.

Below are the formally recognised routes:

Modern Apprenticeship

A Modern Apprenticeship (MA) offers those aged over 16 paid employment combined with the opportunity to train for jobs at craft, technician and management level.

The Procurement MA is designed to encourage entry into and progression within the Procurement and supply chain industry.

It provides individuals with a Level 6 Scottish Vocational Qualification (SVQ) in Procurement and allows them to develop core skills in areas such as communication, problem solving, ICT and numeracy. In addition, individuals have the opportunity to achieve a further qualification/course such as a CIPS certificate or Building Specific Industry Procurement Capability.

Requirements (at employers' discretion however Skills Development Scotland recommends at least one of the following):

- National 5/Intermediate 2/Skills for Work National 5
- SVQ Level 2 Supply Chain Management
- SVQ Level 2 Warehousing and Storage
- Experience of working in the supply chain management and/or procurement

The industry also feels that a learner should:

- Be prepared to attend off-the-job training
- Be able to acquire the broad range of skills, knowledge and understanding required in the Modern Apprenticeship
- Be competent to complete the Level 3 SVQ
- Have a positive attitude towards learning
- Shows initiative
- Be willing to adapt to different work roles
- Be willing to communicate with a variety of people

College

Higher National qualifications offered at college provide practical skills and theoretical knowledge that meet the needs of employers. Typically, an HNC takes one year to complete and an HND takes two years.

The HNC in Supply Chain Management (SCQF level 7) develops knowledge and skills in areas such as logistics, procurement, operations management and quality management. It will provide learners with a solid knowledge base on which to commence a career in supply chain management and/or progress to higher qualifications.

The HND in Supply Chain Management (SCQF level 8) builds on the knowledge and skills of the HNC and involves a more strategic application of all aspects of the supply chain.

The HND in Supply Chain Management (SCQF level 8) is currently offered by the City of Glasgow College.

Minimum Entry Requirements:

- Two Higher Grade passes at Grade C or above including English (Modern Studies, Economics, History or Business)

Additional Selection Requirements:

- You will be invited for a group and/or individual interview where you will get the opportunity to find out more about the course and tell us why you are interested in this subject area.

Following completion of the Supply Chain Management HND, students could progress to:

- Third year entry to Supply Chain Management degree at Glasgow Caledonian University
- Business degrees at University of the West of Scotland and Glasgow Caledonian University
- Chartered Institute of Purchasing and Supply (CIPS) courses offered by the College.

University

Undergraduate Courses

A BA in Supply Chain Management is a specialist degree that will develop skills from purchasing & logistics through to operations, procurement & project management. Students are provided with a foundation in supply chain management theory and learn how this can be applied to various business environments and sectors.

A BA (Hons) in International Supply Chain Management is currently offered by Glasgow Caledonian University. {Direct entry to Year 3 only}

Minimum Entry Requirements:

- HND Supply Chain Management, HND Business, HND Retail Management, HND Administration & IT with a B (or an average of B) in the Graded Units. Other business-related HND programmes may be considered.

Postgraduate Courses

An MSc in Supply Chain and Procurement is a specialist post graduate degree that will develop transferable management skills enabling organisational and contextual linkage with the specialist areas of Procurement and The Supply Chain.

MSc courses in Supply Chain and Procurement are currently being offered by The University of Strathclyde, Glasgow Caledonian University, Heriot-Watt University and Robert Gordon University

Minimum entry requirements:

- Normally a UK 2.2 undergraduate degree or equivalent in a relevant subject area.

Supporting Procurement Professionals: CIPS

Chartered Institute of Procurement & Supply (CIPS) qualifications are professional qualifications in procurement and supply that are internationally recognised within the industry.

CIPS qualifications feature within procurement MAs and college/university courses. Procurement professionals can also study for CIPS qualifications independently.

The Chartered Institute of Procurement & Supply (CIPS) offer five qualifications to support your professional development in procurement and supply:

- Certificate
- Diploma
- Professional Diploma
- Advanced Certificate
- Advanced Diploma

Renfrewshire Council: Achieving Excellence in Public Procurement

Procurement is at the heart of Renfrewshire Council, procuring works, goods and services to the value of approximately £200 million.

The Corporate Procurement Unit is the central procurement hub for Renfrewshire Council and works with council services and suppliers to develop contracts and procedures that deliver Best Value.

Renfrewshire Council's Corporate Procurement Unit has gained national recognition across Scotland for achieving Superior Performance in the Procurement Capability Assessment (PCA). Additionally the Corporate Procurement Unit has been highly commended over a number of years attaining 'Excellence in Public Procurement' for Leadership, Innovation, Sustainability/ Corporate Social Responsibility and as the Procurement Team of the Year.

Further Information

For advice and guidance on any aspects of procurement, to ask general questions or to advise us of new products and services, please contact the CPU in the first instance:

email: cpu@renfrewshire.gov.uk

phone: 0141 618 7048

fax: 0141 618 7052

write to: Corporate Procurement Unit
2nd Floor, Renfrewshire House,
Council HQ, Cotton St, Paisley PA1 1JB

Other useful web links

Chartered Institute of Procurement and Supply (CIPS)

www.cips.org/en-GB/

Modern Apprenticeship in Procurement

www.skillsdevelopmentscotland.co.uk/media/33497/procurement_ma_l3_-_june_14.pdf

www.renfrewshire.gov.uk

If you would like information in another language or format please ask us.

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔

ਜੇ ਇਹ ਜਾਣਕਾਰੀ ਤੁਹਾਨੂੰ ਕਿਸੇ ਹੋਰ ਭਾਸ਼ਾ ਵਿਚ ਜਾਂ ਕਿਸੇ ਹੋਰ ਰੂਪ ਵਿਚ ਚਾਹੀਦੀ, ਤਾਂ ਇਹ ਸਾਥੋਂ ਮੰਗ ਲਓ।

Jeżeli chcieliby Państwo uzyskać informacje w innym języku lub w innym formacie, prosimy dać nam znać.

☎ 0300 300 0300

Email: chiefexec@renfrewshire.gov.uk

