

Procurement Compliance

Duration: 5 Days

Language: en

Course Code: PO1-140

Objective

Upon completion of this course, participants will be able to:

- Understand the fundamental principles of procurement compliance and its importance to organisational success.
- Learn the key regulations, laws, and ethical guidelines governing procurement processes.
- Identify and mitigate compliance risks in procurement activities.
- Develop strategies for ensuring transparency and accountability in supplier relationships.
- Gain knowledge on implementing procurement policies and ensuring compliance with internal and external standards.
- Foster a culture of ethical behaviour and compliance within the procurement function.

Audience

This course is intended for:

- **Procurement Professionals** : Buyers, sourcing managers, and procurement officers responsible for procurement decisions.
- **Compliance Officers** : Individuals responsible for ensuring organisational compliance with laws and regulations in the procurement function.
- **Legal and Regulatory Teams** : Those who work closely with procurement and need a thorough understanding of procurement laws and regulations.
- **Finance and Audit Teams** : Professionals monitor and audit procurement activities to ensure compliance.
- **Business Owners and Executives** : Senior leadership teams involved in shaping procurement policies and ensuring ethical behaviour across the organisation.

Training Methodology

This course employs a blend of interactive learning methods that emphasise both theoretical understanding and practical application:

- **Lectures and Presentations** : Led by procurement compliance experts to provide a strong theoretical foundation.
- **Interactive Discussions** : Facilitated group discussions where participants can share their experiences and challenges related to procurement compliance.
- **Case Study Analysis** : Real-world case studies will demonstrate compliance successes and failures, allowing participants to draw practical lessons.
- **Workshops and Role-Playing** : Participants will engage in workshops and role-playing exercises to apply procurement compliance principles in realistic scenarios.
- **Quizzes and Assessments** : Periodic assessments will help reinforce the learning outcomes and ensure participants retain key information.

Summary

Procurement compliance refers to adhering to the rules, regulations, and internal policies

that govern the procurement process within an organisation. This training course provides a comprehensive understanding of procurement compliance, emphasising the importance of transparency, accountability, and ethical behaviour in procurement activities. With the growing complexities of regulatory environments, organisations need to ensure that their procurement teams are well-versed in compliance requirements to avoid legal risks, financial penalties, and reputational damage.

The course will cover critical aspects such as understanding procurement laws and regulations, ethically managing supplier relationships, implementing effective procurement policies, and ensuring the organisation's procurement processes align with industry standards and best practices. Participants will learn how to mitigate risks related to non-compliance, understand the consequences of unethical procurement practices, and develop strategies to promote a culture of compliance within their organisations.

By the end of the training, participants will have the knowledge and tools to identify potential compliance risks, ensure their procurement processes align with applicable laws and regulations, and foster ethical procurement practices. This course is essential for procurement professionals, compliance officers, and anyone involved in purchasing, ensuring they contribute to an organisation's sustainable and compliant operations.

Course Content & Outline

Section 1: Introduction to Procurement Compliance

- Definition and Importance of Compliance in Procurement
- Risks of Non-Compliance: Legal, Financial, and Reputational Impact
- Overview of Global Procurement Regulations

Section 2: Understanding Procurement Laws and Regulations

- Key Procurement Laws and Regulations (Local and International)
- Public Procurement Regulations vs. Private Sector Requirements
- Legal Consequences of Non-Compliance

Section 3: Procurement Policies and Procedures

- Developing and Implementing Effective Procurement Policies
- Standard Operating Procedures for Procurement
- Ensuring Consistency Across Procurement Activities

Section 4: Ethical Procurement Practices

- Ethical Guidelines in Procurement
- Managing Supplier Relationships with Integrity
- Avoiding Conflicts of Interest and Corruption

Section 5: Supplier Due Diligence and Risk Management

- Conducting Supplier Audits and Evaluations
- Managing Supplier Compliance and Risk
- Mitigating Risks of Fraud and Unethical Behavior

Section 6: Monitoring and Auditing Procurement Processes

- Implementing Effective Monitoring Mechanisms
- Internal Audits and Their Role in Ensuring Compliance
- Reporting Non-Compliance and Taking Corrective Actions

Section 7: Creating a Culture of Compliance

- Building a Procurement Team Committed to Ethical Behavior
- Training and Education on Procurement Compliance
- Promoting Accountability and Transparency Across Teams

Section 8: Case Studies and Real-World Examples

- Lessons Learned from Major Procurement Compliance Failures
- Best Practices from Leading Organisations
- Applying Procurement Compliance Principles in Everyday Work

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Consultation & Services, Procurement, Warehouse, Logistics & Supply Chain

Tags

Procurement, Compliance Management

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