

SUPPLY CHAIN OPERATIONS MANAGEMENT
UNIT CODE: BUS/CU/SC/CR/04/6/A

Relationship to Occupational Standards:

This unit addresses the Unit of Competency: Manage Supply Chain Operations.

Duration of Unit: 340 Hours

UNIT DESCRIPTION

This unit specifies the competencies required to manage supply chain operations. It involves developing organizations' procurement policy, planning and organizing supply chain operations, managing procurement staff, overseeing supply chain operations and controlling supply chain operations.

Summary of Learning Outcomes

1. Develop organisations procurement and asset disposal policy
2. Plan and organise supply chain operations
3. Manage procurement staff
4. Oversee supply chain operations
5. Control supply chain operations

Learning Outcomes, Content and Methods of Assessment

Learning Outcomes	Content	Methods of Assessment
1. Develop organisations procurement policy	<p>Theory</p> <ul style="list-style-type: none"> • Principles of administration and management • Procurement cycle • Legal framework on procurement and asset disposal • Procurement procedures and regulations • Development of internal policy on procurement and 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

	<p>disposal of assets</p> <ul style="list-style-type: none"> • Development of standard operating procedures • Dissemination of procurement and asset disposal policies to stakeholders • Implementation of procurement and disposal policy • Monitoring, evaluating and review of procurement and disposal policies <p>Practice</p> <ul style="list-style-type: none"> • Develop standard operating procedures • Develop internal policy on procurement and disposal • Monitor, evaluate and review procurement and disposal policy 	
<p>2. Plan and organise supply chain operations</p>	<p>Theory</p> <ul style="list-style-type: none"> • Identification of departmental operational resources • Development of departmental organizational structure • Allocation of operational resources • Allocation of duties and responsibilities to procurement staff <p>Practice</p> <ul style="list-style-type: none"> • Develop a departmental organizational 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

	<p>structure</p> <ul style="list-style-type: none"> • Identify departmental operational resources • Allocate operational resources • Allocate duties and responsibilities 	
3. Manage procurement staff	<p>Theory</p> <ul style="list-style-type: none"> • Development of procurement staff induction program • Induction of procurement staff • Setting performance targets • Motivation of procurement staff • Staff supervision procedures • Measuring procurement staff performance • Maintenance of procurement staff performance records • Monitoring staff adherence to standard operating procedures • Establishment of procurement staff capacity building program • Code of ethics <p>Practice</p> <ul style="list-style-type: none"> • Develop a procurement staff induction program • Implement procurement staff induction program 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

	<ul style="list-style-type: none"> • Set performance targets • Motivate procurement staff • Maintain Procurement staff performance records • Establish a procurement staff capacity building program 	
4. Oversee supply chain operations	<p>Theory</p> <ul style="list-style-type: none"> • Leadership skills • Staff motivation techniques • Maintenance of procurement documents • Preparing procurement reports <p>Practice</p> <ul style="list-style-type: none"> • Maintain procurement documents • Motivate and/or reprimand • Adherence to workplace policy and legal requirements • Prepare procurement reports 	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report
5. Control supply chain operations	<p>Theory</p> <ul style="list-style-type: none"> • Formulation of procurement control mechanisms • Implementation of procurement control mechanisms • Monitoring, evaluation and review of supply chain operations <p>Practice</p>	<ul style="list-style-type: none"> • Written tests • Observation • Oral questioning • Third party report

	<ul style="list-style-type: none"> • Formulate procurement control mechanisms • Implement procurement control mechanisms • Monitor, evaluate and review supply chain operations 	
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Suggested Methods of Instruction

- Direct instruction
- Role play
- Simulation
- Case studies
- Field trips
- Discussions
- Demonstration by trainer
- Practice by the trainee

Recommended Resources

- Computers
- Stationery
- Classroom and classroom resources
- The Constitution of Kenya 2010,
- Public Procurement and Asset Disposal Act 2015 and its regulations
- Public Officers Ethics Act
- Anti Corruption and Economic Crimes Act 2003
- Public Finance Management Act 2012
- Suppliers manual
- Organisational policy
- Sample procurement documents
 - Goods received note
 - Delivery notes
 - Stock control cards
 - Stocks ledgers
 - Requisition memos
 - LSOs
 - LPOs

- Counter receipt
 - Counter issue voucher
 - inspection report form
 - Professional opinion
 - Prequalification lists
 - Contracts
- Sample emergency security protocols
 - Sample case studies on supply chain operations
 - Supply chain court case decisions

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