



Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza · 1122 Burnett St, Hatfield 0028 · Pretoria, Gauteng · South Africa

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COURSE BROCHURE

Procurement Management for Simple to Moderate Projects

Business, Commerce and Management Studies / Project Management

Unit Standard 243821 · NQF Level 5 · 10 Credits · 7 Days

COURSE OVERVIEW

This course equips learners with the skills to manage procurement processes for simple to moderately complex projects. It covers planning, sourcing, contracting, and monitoring procurement activities to ensure compliance with organisational policies and project objectives. Learners will be able to apply procurement principles to support efficient project delivery.

Category	Business, Commerce and Management Studies
Subfield	Project Management
Unit Standard	243821
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	7 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply procurement policies and procedures to plan procurement for a simple to moderately complex project.
- Develop procurement documentation including specifications, evaluation criteria, and contracts.
- Implement sourcing strategies to select suppliers in accordance with project requirements.
- Monitor and control procurement activities to ensure compliance with contractual terms.
- Evaluate supplier performance and manage procurement records for project closure.

WHO SHOULD ATTEND

- Project managers, procurement officers, and team members involved in project procurement activities.
- It is ideal for those seeking to formalise their procurement management skills within a project context.

COURSE OUTLINE

Day 1: Introduction to Procurement Management and the Legal Framework

- Overview of procurement management.
- The procurement lifecycle.
- Legislative framework: PPPFA, PFMA, MFMA.
- Ethical procurement and conflict of interest.
- Procurement planning principles.
- Roles and responsibilities in procurement.

Day 2: Procurement Planning and Needs Analysis

- Needs assessment and requirement definition.
- Developing a procurement plan.
- Writing clear specifications and scope of work.
- Market research and supplier identification.
- Budgeting and cost estimation for procurement.
- Risk assessment in procurement planning.

Day 3: Sourcing Strategies and Supplier Selection

- Sourcing strategies: single vs multiple sourcing.
- Pre-qualification and supplier due diligence.
- Developing RFPs, RFQs, and tenders.
- Evaluation criteria and weighting.
- Bid evaluation committees.
- Supplier selection and award decision.

Day 4: Contract Management and Administration

- Types of procurement contracts.
- Key contract clauses: terms, conditions, SLAs.
- Contract administration processes.
- Managing contract changes and variations.
- Performance monitoring and reporting.
- Record keeping and documentation.

Day 5: Financial Management in Procurement

- Budget management and tracking.
- Payment terms, invoicing, and approval.
- Cost control and variance analysis.
- Financial compliance and audit requirements.
- Handling disputes and claims.
- Reporting on procurement expenditure.

Day 6: Risk Management and Quality Assurance in Procurement

- Procurement risk identification and analysis.
- Risk mitigation strategies.
- Quality assurance in procurement.
- Managing non-conformance and corrective actions.
- Supplier development and relationship management.

- Continuous improvement in procurement processes.

Day 7: Integration, Review, and Assessment

- Procurement process integration.
- Review and evaluation of procurement outcomes.
- Lessons learned and best practices.
- Procurement close-out procedures.
- Summative assessment (written and practical).
- Course wrap-up and Q&A.;

ASSESSMENT & CERTIFICATION

Delegates are assessed through exercises and a final test. A mark of **50% or above** earns an **AATICD Certificate of Completion**, issued digitally with a unique verification code. This course carries **10 NQF credits** at **NQF Level 5**.

PRICING (PER DELEGATE, EX-VAT)

Delegates	Training Method	Price per Delegate	Total
1	Online	R 29,600.00	R 29,600.00
1	In-House	R 38,500.00	R 38,500.00
1	On-Campus (Pretoria)	R 44,400.00	R 44,400.00

UPCOMING SESSIONS

Start	End	Method	Venue
06 Jul 2026	14 Jul 2026	On-Campus	Mombasa, Kenya
07 Jul 2026	15 Jul 2026	On-Campus	Luanda, Angola
08 Jul 2026	16 Jul 2026	On-Campus	Kigali, Rwanda
09 Jul 2026	17 Jul 2026	On-Campus	Kinshasa, DRC
10 Jul 2026	20 Jul 2026	On-Campus	Kampala, Uganda
10 Jul 2026	20 Jul 2026	On-Campus	Mbabane, Eswatini
13 Jul 2026	21 Jul 2026	On-Campus	Dar es Salaam, Tanzania
13 Jul 2026	21 Jul 2026	On-Campus	Luanda, Angola

Contact us if no suitable date is listed – on-demand sessions can be arranged for groups.

HOW TO GET A QUOTE OR APPLY

1. **Get an instant quotation online:** visit www.aaticd.co.za, open the page for this course (Unit Standard 243821) and click **Get A Quote / Apply**. Select your training method and number of delegates – your quotation is generated immediately and emailed to you with the course brochure attached.
2. **Apply by email:** send the course title, your preferred training method (Online, In-House or On-Campus Pretoria), the number of delegates and your preferred dates to apply@aaticd.co.za – our team will reply with a formal quotation.
3. **Apply by phone or WhatsApp:** call **+27 12 004 8389** or WhatsApp **+27 65 077 6310** and we will prepare your quotation and reserve your seats.
4. **Confirm your booking:** accept the quotation and settle the invoice. As soon as payment is confirmed your delegates are enrolled and receive their AATICD LMS login details by email, along with joining instructions for their chosen training method.

Group discounts apply automatically – the more delegates you enrol, the lower the price per delegate. No payment is required to request a quotation.

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