



Accredited Africa Training Institute for Capacity Development

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

Tel: +27 12 004 8389 · Mobile: +27 65 077 6310

Email: apply@aaticd.co.za · Website: www.aaticd.co.za

COURSE BROCHURE

Procurement Management

Custom Courses / Procurement and Supply Chain Management

Unit Standard AATICD-0193 · NQF Level 5 · 10 Credits · 5 Days

COURSE OVERVIEW

This course equips learners with the knowledge and skills to manage procurement processes effectively, ensuring cost efficiency, compliance, and ethical sourcing. Participants will learn to plan, execute, and control procurement activities in line with organisational policies and relevant legislation.

Category	Custom Courses
Subfield	Procurement and Supply Chain Management
Unit Standard	AATICD-0193
Accreditation	SAQA Accredited · NQF Level 5 · 10 Credits
Duration	5 days
Training Method	Online, On-Campus, In-House
Certificate	Issued via AATICD LMS – verifiable online

LEARNING OUTCOMES

- Apply procurement principles to develop and implement a procurement plan for an organisation.
- Analyse procurement policies and procedures to ensure compliance with relevant legislation and ethical standards.
- Evaluate supplier proposals and contracts to select the most suitable vendors based on quality, cost, and delivery criteria.
- Implement strategies for managing supplier relationships and performance to achieve continuous improvement.
- Demonstrate the ability to monitor and control procurement processes to mitigate risks and ensure cost-effectiveness.

WHO SHOULD ATTEND

- This course is designed for procurement officers, supply chain managers, and professionals involved in purchasing and vendor management within corporate or public sector organisations.

COURSE OUTLINE

Day 1: Introduction to Procurement Management

- Definition and scope of procurement management
- Procurement objectives and strategic importance
- Ethical procurement practices and code of conduct
- Overview of procurement legislation (e.g., PPPFA, B-BBEE)
- Procurement vs supply chain management
- Key procurement stakeholders and their roles
- Introduction to procurement cycle
- Case study: procurement failure examples

Day 2: Procurement Planning and Strategy

- Procurement planning process
- Spend analysis and category management
- Demand forecasting and inventory management
- Make-or-buy decision framework
- Strategic sourcing vs tactical purchasing
- Supplier segmentation and portfolio analysis
- Risk assessment in procurement planning
- Group exercise: developing a procurement plan

Day 3: Sourcing and Supplier Management

- Supplier identification and market research
- Request for Information (RFI), Request for Proposal (RFP), Request for Quotation (RFQ)
- Tendering process and bid evaluation
- Supplier evaluation criteria and scoring
- Supplier relationship management (SRM)
- Supplier performance measurement and KPIs
- Contract management fundamentals
- Conflict resolution and negotiation basics

Day 4: Negotiation and Contract Management

- Negotiation planning and strategies
- Negotiation tactics and communication skills
- Types of contracts: fixed-price, cost-reimbursable, etc.
- Key contract clauses and terms
- Contract administration and monitoring
- Change management and variations
- Dispute resolution mechanisms
- Role-play: mock negotiation exercise

Day 5: Performance Measurement and Continuous Improvement

- Procurement KPIs and balanced scorecard
- Procurement audit process
- Benchmarking and best practices
- Continuous improvement tools (Lean, Six Sigma)
- Sustainable procurement and green practices

- Innovation in procurement (e-procurement, AI
- Change management for procurement transformation
- Course review and assessment

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 24,200.00	R 24,200.00
1	In-House	R 31,400.00	R 31,400.00
1	On-Campus (Pretoria)	R 36,200.00	R 36,200.00

UPCOMING SESSIONS

Start	End	Method	Venue
03 Aug 2026	07 Aug 2026	On-Campus	Pretoria, South Africa
03 Aug 2026	07 Aug 2026	On-Campus	Dubai, UAE
10 Aug 2026	14 Aug 2026	On-Campus	Durban, South Africa
10 Aug 2026	14 Aug 2026	On-Campus	Abu Dhabi, UAE
17 Aug 2026	21 Aug 2026	On-Campus	Harare, Zimbabwe
17 Aug 2026	21 Aug 2026	On-Campus	Shenzhen, China
24 Aug 2026	28 Aug 2026	On-Campus	Bangkok, Thailand
24 Aug 2026	28 Aug 2026	On-Campus	Victoria Falls, Zimbabwe

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 AATICD-0193) 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.

Accredited Africa Training Institute for Capacity Development

Unit FO409, Hatfield Plaza, 1122 Burnett St, Hatfield 0028, Pretoria, Gauteng, South Africa
Tel: +27 12 004 8389 · WhatsApp: +27 65 077 6310 · apply@aaticd.co.za · www.aaticd.co.za