Unit Title:	**Procure products and/or services**
OCR unit number:	12
Level:	3
Credit value:	5
Guided learning hours:	35
Unit reference number:	M/506/1928

Unit aim and purpose

This unit aims to develop the knowledge and skills required to procure products and/or services. Upon completion of this unit, learners will be able to identify procurement requirements, select suppliers and buy products and/or services.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Be able to identify procurement requirements	**The Learner can:** 1.1 Explain current and likely future procurement requirements 1.2 Decide whether the purchase of products and/or services offers the organisation best value 1.3 Evaluate ethical and **sustainability** considerations relating to procurement 1.4 Justify the decision to buy products and/or services with evidence of an analysis of **risk**, costs and benefits	**Sustainability** is defined as 'avoiding the depletion of natural resources in the procurement process'. **Risk** includes risks to the business and organisation as well as Health and safety risks.
2 Be able to select suppliers	2.1 Explain the factors to be taken into account in selecting suppliers 2.2 Explain organisational procurement policies, procedures and standards 2.3 Explain the effect of supplier choice on the supply chain 2.4 Use appropriate media to publicise procurement requirements 2.5 Confirm the **capability and track record** of suppliers and their products and/or services	**Capability and track record** may be in the context of internal to or external to the learner's organisation

© OCR 2014

Learning Outcomes	Assessment Criteria	Additional Guidance
	2.6 Select suppliers that meet the procurement specification	
3 Be able to buy products and/or services	3.1 Explain the action to be taken in the event of problems arising 3.2 Agree contract terms that are mutually acceptable within their own scope of authority 3.3 Record agreements made, stating the specification, contract terms and any post-contract requirements **3.4 Adhere to organisational policies and procedures, legal and ethical requirements**	Where possible, adherence to **organisational standards, policies and procedures** should be confirmed by a line manager or experienced colleague.

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

Skills CFA Assessment Strategy Competence units (S/NVQ)

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LED1 CFAM&LED2 CFAM&LED3	• Decide whether to produce or buy in products and/or services • Procure products and/or services • Select suppliers through a tendering process

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

© OCR 2014