

**Information and Communications Technology Industry Training Advisory Committee  
Software Products and Software Services (SW) branch  
Unit of Competencies**

1. Title	Manage Procurement	
2. Code	ITSWG519A	
3. Range	Manage Procurement for an organisation [Generic Skills – Contract Management – Manage Procurement]	
4. Level	5	
5. Credit	5	
6. Competency	<p>6.1 Have knowledge of procurement policies and skills</p> <p>6.2 Conduct procurement in a way that contributes to a positive image for the individuals and organization work</p> <p>6.3 Represent ones skills, knowledge and experiences with honesty and integrity</p> <p>6.4 Champion the health and safety concerns into decision-making</p>	<p><u>Performance Requirement</u></p> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ identify the relevant standards, guidelines and policies applicable to the organization</li> <li>▪ refer to the appropriate experts for advice and guidance where necessary</li> <li>▪ identify the stakeholders involved</li> </ul> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ ensure that procurement relationships developed, implemented and managed by corresponding procurement professionals are based on well recognized and sustainable ethical and business practice standards</li> <li>▪ build respect, credibility, and ongoing value for the individuals and organizations that work in the procurement process</li> <li>▪ encourage the highest professional standards among all co-workers</li> </ul> <p>Be able to</p> <ul style="list-style-type: none"> <li>▪ make certain that the relevant procurement professionals and organizations are advised accurately with fully-informed decisions that lead to better procurement outcomes</li> <li>▪ represent accurately and honestly when sharing information about other professionals or organizations in the procurement process</li> </ul> <p>Be able to promote the strategic importance of health and safety, sustainable procedures and workforce, equalities issues and design quality within the organisation and the procurement partners</p>

	<p>6.5 Continuously increase the economic value derived through procurement by building ones professional skills and knowledge through ongoing education, expanded experience, and a focus on innovation</p>	<p>Be able to</p> <ul style="list-style-type: none"> <li>▪ promote the fact that it is the skills of the professional that design, implement and manage procurement relationships that ultimately produces economic value for organizations</li> <li>▪ ensure continuous improvement in procurement outcomes by developing the skills and knowledge of the field's professionals and proactively seek relevant professional certifications</li> <li>▪ continuously understand and mitigate current and emerging risks associated with procurement</li> <li>▪ minimize total procurement costs through a focus on learning and the promotion of best practices on an industry-wide basis and proactively seek new ways of doing business that expand the economic value derived through procurement</li> </ul>
<p>7. Assessment Criteria</p>	<p>The integrated outcome requirements of this UoCs are the abilities to:</p> <ul style="list-style-type: none"> <li>(i) provide general supports in managing procurement;</li> <li>(ii) increase economic value in the procurement process; and</li> <li>(iii) find new ways in procurement.</li> </ul>	
<p>Remark</p>		