

Unit 304 Procure products and services

Unit Summary

Procure products and services to support the achievement of goals and objectives.

Skills

You will apply the following skills:

- Communicating
- Research
- Problem solving
- Monitoring
- Evaluating
- Negotiating

Performance indicators

You will:

1. Agree a specification for product or service
2. Source quality products and services that meet your specification
3. Select the product or service which represents best value for money
4. Procure products or services following your organisation's procedure
5. Create and maintain partnerships with suppliers to improve quality and cut costs
6. Deal effectively with problems as they occur, seeking support from others where necessary
7. Continually monitor and evaluate procurement procedures
8. Take action to improve efficiency and obtain better value for money

Knowledge

You will know:

1. How to write a specification for a product or service
2. The sources of quality products and services
3. How to select products and services that represent best value for money
4. How to negotiate best value for money
5. Your organisation's procurement procedures
6. How to create and maintain effective working partnerships
7. How supply chains work
8. Your organisation's needs and priorities regarding procurement
9. How to monitor and evaluate procurement procedures
10. What action you might take to improve efficiency and obtain better value for money