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1.0 Introduction

Procurement and Supplies Professionals and Technicians Board (PSPTB) is a regulatory body established by Act No. 23 of 2007 of Parliament to oversee and regulate practice and conduct of Procurement and Supplies Professional and related matters. This repeal the National Board for Materials Management which was formed by parliamentary Act No.9 of 1981

1.1 Vision Statement

To become a centre of excellence in procurement and supplies management.

1.2 Mission Statement

To promote and develop the professional by imparting the members with knowledge and skills necessary for effective and ethical management of procurement and supplies functions Athrough training, research and professional services.

1.3 Definition of Terms

Continuing Professional Development or “CPD” is defined as the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities necessary for the execution of professional and technical duties throughout one’s working life.

1.3.1 Professional Development Unit or “PDU” is the unit of measure for effort invested in continuing professional development. One PDU is equivalent to one contact hour of attendance or involvement in a structured CPD activity.

1.3.2 Structured CPD Activity refers to a course or activity that has a specific objective and measureable outcome and has been accredited as such by the Board.

1.3.3 Unstructured CPD Activity refers to a CPD activity that involves self-directed learning, reading, discussion, participation or that is otherwise not accredited by the Board.

CPD is not only beneficial to the individual Procurement and supplies professional, but to the employer and society as a whole. It is about increasing ones capacity for learning so as to be more capable andcompetent when faced with change. It enables the individual procurement and supplies professional to:

- (i) Maintain and enhance knowledge and skills, and thereby acquire confidence and improve work performance;
- (ii) Broaden experience and hence enhancecareer prospects;
- (iii) Become adaptable to changing work demands of the procurement professional; and

- (iv) Gain new knowledge that will enable him or her live a fuller life as a more useful member of an integrated society.

2.0 Minimum CPD Requirements to be met by Individual Procurement and supplies Professional,

The minimum requirements prescribed to be met by individual professional are set out below:

- (i) Every practicing procurement and supplies professional must achieve a minimum of forty (40) CPDs per year. This is equivalent to five days of continuing professional development involving not less than eight hours of structured activity per day.
- (ii) The 40 CPDs shall comprise a minimum of 20 CPDs un structured activities and the remainder can be obtained from either structured or non-structured activities.
- (iii) If aprocurement and supplies professional exceeds the annual requirement of 40 CPDs in the year under review, a maximum of 40 CPDs obtained from structured activities may be carried forward into the following year.
- (iv) Aprocurement and supplies professional who has not obtained sufficient CPDs in the year under will be allowed to carry over the shortfall into the following year, provided that he or she has accumulated a minimum of 100 CPDs in the past three consecutive years

3.0 Recommended CPD Activities

The Board recognizes a wide range of continuing procurement and supplies professional education activities as contributing to the professional development of practicing procurement and supplies professionals. These activities include:

- (i) Formal postgraduate courses leading to a higher degree, postgraduate diploma or certificate;
- (ii) Participation in short courses, lectures, conferences, seminars, workshops, symposia, study visits and other related professional activities;
- (iii) Contribution to knowledge through publications, patents etc.;
- (iv) Participation in boards, committees and professional societies; and
- (v) Self study
- (vi) Paper presentations in seminars, workshops, academic institutions etc.
- (vii) Review of publications, manuscripts etc.
- (viii) Preparation of teaching manuals
- (ix) Conduct research, professional report writing etc.
- (x) Teaching or lecturing, supervision of research candidates

4.0 Personal Development Record

Executing the plan involves carrying out both structured and non-structured CPD activities that were identified as most appropriate during the year under review. While undertaking these activities, the procurement and supplies professional must maintain a Personal Development Record, in which all the CPD activities during the year under review are recorded. This record should be prepared in a simple tabular format, which contains the following information:

- (i) Title and type of each CPD activity undertaken;
- (ii) Activity organizer;
- (iii) Dates and time spent;
- (iv) Brief description, summarizing the objectives and contents of the activity;
- (v) Key learning results
- (vi) Key benefits; and
- (vii) CPDs claimed

5.0 Documentary Evidence

The procurement and supplies professional shall have to submit documentary evidence together with the Personal Development Record. However, he/she is advised to retain the documentary evidence for at least two years from the date of submitting the returns. The Board will conduct random checks during annual audits, and those selected will be required to submit documentary evidence of their CPD participation during the year under review. The documentary evidence may take any one of the following forms:

- (i) Logbook showing the activities claimed;
- (ii) Course enrolment records;
- (iii) Certificate of attendance;
- (iv) Attendance list from course organizer;
- (v) Employer's report or certification; or Statutory Declaration

6.0 Review by the Board

The Board will record, keep and retain the CPD hours Register. This will assist the Board to assess compliance with the required minimum CPD hours for each professional as per PSPTB's CPD policy.

6.1 De-registration

If a procurement and supplies professional fails to meet the prescribed CPD requirements for three consecutive years, the PSPTB may lapse his or her registration. The same will apply to Procurement and supplies professional who, for whatever reason, has not submitted his or her CPD returns for a period of three consecutive years.

6.2 Exemption and Appeals

Procurement and supplies professional may be exempt, subject to review and approval of the Board, from CPD requirements if he or she experiences physical disabilities prolonged illness or other extenuating circumstances.

7.0 Recommended key CPD subject areas

1. Technical courses to keep abreast of knowledge and advances in technology

- (i) Advanced courses in various professional disciplines
- (ii) Updating/refresher courses

2. Communication Skills

- (i) Report and letter writing
- (ii) Proposal writing
- (iii) Interview skills
- (iv) Presentation skills
- (v) Managing meetings
- (vi) Information management

3. Technical skills

- (i) Computing/computer networking
- (ii) CAD/CAM
- (iii) Project Management
- (iv) Contract Management
- (v) Quality Control and Management
- (vi) Health, safety and environmental management
- (vii) Maintenance management

4. Management

- (i) Self management
- (ii) Strategic management
- (iii) Human resource management
- (iv) Team leadership

5. Marketing and Business Development

- (i) Financial planning
- (ii) Entrepreneurship
- (iii) Marketing
- (iv) Public relations

6. Associated Professionals Areas

- (i) Procurement
- (ii) Law
- (iii) Dispute resolution
- (iv) Accounting

8.0 Recommended CPD activities

1. Participations in Relevant Formal Postgraduate Course

- (i) Postgraduate degree
- (ii) Postgraduate diploma
- (iii) Postgraduate certificate

2. Lectures, short courses, conferences and related professional activities

- (i) Professional lectures
- (ii) Short courses
- (iii) conferences
- (iv) workshops
- (v) symposia
- (vi) seminars
- (vii) In-house training courses
- (viii) Organized exhibitions

3. Contribution to related knowledge

- (i) Conducting lectures, seminars, training courses, etc
- (ii) publications
- (iii) Papers and presentations in seminars, conferences, workshops, etc
- (iv) In-house presentations
- (v) Registering aprocurement and supplies patent

4. Participation in Boards, committees and societies

- (i) Membership of professional societies
- (ii) Board membership
- (iii) Membership of committees
- (iv) Participation in activities of professional institution

5. Self Study

- (i) Reading relevant technical/management literatures
- (ii) Distance and open-learning courses
- (iii) Exposure to new solution at work
- (iv) Watching training videos and TV programmms
- (v) Listening to training tapes and viewing CD ROMs

9.0 Recommended Weighting of CPD activities

Activities	CPDs
A. Structured Activities A.1 Relevant postgraduate degree, diploma or certificate courses	1 CPD per contact hour
A.2 Lectures, short courses, conferences, symposia, workshops and seminars on technical, management or professional development matters relevant to procurement and supplies professionals	1 CPD per contact hour
A.3 In-house courses on technical, management and professional development matters relevant to procurement and supplies professionals	1 CPD per contact hour
A.4 Conducting accredited courses, lectures, seminars, conferences, symposia and workshops	1 CPD per lecture hour
A.5 Writing or editing technical articles or papers published in reputable journals, conference proceedings or books	5 CPD per article
A.6 Presenting a paper to professionals conference	5 CPD per paper
A.7 Registering a procurement and supplies patent	1 CPD per patent
B. Non-Structured Activities	2 CPDs per committee
B.1 Membership of professional societies, boards, and technical committees	
B.2 Reading relevant technical/management literature	1 CPD for every 3 hours
B.3 Viewing training videos, CD ROMs and TV programmes, listening to training tapes, or taking distance and open learning courses	1 CPD for every 3 hours
B.4 Attending informal in-house training and presentations	1 CPD per training hour

B.5	Conducting informal in-house training and presentations	1 CPD per training hour
B.6	Attending organized technical exhibitions	1 CPD for 2 hours
B.7	Attending professional and technical courses which are not accredited	1 CPD for 2 hours

Note: The above list of activities, though extensive, is not exhaustive